



SOUTH DAKOTA SOCCER ASSOCIATION RISK MANAGEMENT PROGRAM

Board Approved (March 2, 2008)

Purpose: To protect and provide a safe and healthful environment to children participating in SDSSA's sanctioned soccer clubs, leagues, programs, and tournaments.

Background: As our society's awareness increases about the risks associated with individuals working with children who abuse their authority by committing sexual, physical, mental, and emotional abuse, there is a need to provide a means of protection. In August of 1994, the US Youth Soccer approved the Kidsafe Program and placed it into effect immediately. As a part of this program, each State organization is to develop a written program outlining safety guidelines and procedures for risk management.

Applicability: This policy is applicable to all SDSSA and Affiliate Board members and employees, coaches, assistant coaches, and any other volunteer who is expected to have regular contact with youth players.

Responsibilities:

1. Local Club/Association President will:

- a) Designate a local Risk Manager (RM) and an alternate to serve as a liaison to the SDSSA Risk Manager.
- b) Insure all affected individuals comply with this policy.
- c) Insure complaints of abuse are investigated and reported to the SDSSA RM and/or President or Director of Operations.
- d) Insure volunteer disclosure forms are completed online by all volunteers.

2. Local Club/Association Risk Manager will:

- a) Serve as a liaison to the SDSSA RM.
- b) Insure volunteers complete an online volunteer disclosure form.
- c) Assist in investigating complaints of abuse and report findings to their Club/Association President and the SDSSA RM through the State Office.
- d) Check South Dakota Sex Offender registry for all association volunteers.
- e) Report any positive results from a background check to the SDSSA RM.

3. State Risk Manager will:

- a) Oversee generation of a list of names of individuals subject to a background check.
- b) Keep the SDSSA Board of Directors apprised of the progress of this policy.
- c) Periodically review and update this policy, as needed.

4. SDSSA Office will:

- a) Maintain a secure database of past current disclosure information
- b) Provide support and assistance to all league associations/clubs to ensure that this policy is followed and that all volunteers fill out online disclosure forms.
- c) Perform functions as requested by the State Risk Management Coordinator and follows up that Compliance deadlines are met, as addressed per SDSSA rules

General Procedures:

1. State and Affiliate Board members and employees, volunteer coaches and assistants must complete a disclosure form upon initial appointment and every fall or when they begin coaching in that calendar year. Each of these individuals may be subject to a background check. Coach and assistant coach disclosure forms must be submitted online before they will be permitted to coach a team.
2. Background checks will be made randomly for up to 100% of those required to complete a disclosure form on a semi-annual basis.
3. Where individuals indicate they have been convicted of a violent crime or crime against a person, a background check will be conducted.
4. If there is reason to believe an SDSSA or Affiliate volunteer or employee is engaged in conduct which may jeopardize the safety of a youth player, he/she will be subject to a thorough investigation including a background check.
5. All information provided to SDSSA on a disclosure form, complaint, investigation, or background check will be held confidential.
6. A conviction for any of the following offenses shall be sufficient cause to permanently disqualify a person from service with SDSSA. *See Addendum A.*
7. Other offenses found on a criminal record check and not listed in Addendum A, will be reviewed by the SDSSA RM and SDSSA Director of Operations and may result in suspension and/or disqualification from service.
8. Individuals appearing on a county or state sexual offender registry shall be permanently disqualified from service with SDSSA.
9. Where an individual is disqualified from service with SDSSA, the SDSSA RM will notify the individual and local affiliate president in writing
10. Anyone disqualified from service has the ability to appeal the decision per SDSSA appeals policy.

Background Checks:

1. Background checks will be conducted:
 - a) Semi-annually when individuals are randomly selected from the state-wide pool as noted in this policy under General Procedures #3.
 - b) A complaint is substantiated as noted in this policy under Abuse Complaint Procedures.
2. Background checks may be conducted for any "yes" answer on the disclosure form.
3. Background checks will include a national criminal record check from various databases.
4. Employees, volunteers, and applicants who do not reside in South Dakota, shall have similar background checks conducted, if called for under this policy, in their state of residence.

Abuse Complaint Procedures:

1. Complaints are to be reported to the local Club/Association President and/or RM. A background check will be conducted if not done in the last 12 months as noted in this policy under Background Checks. If complaints are substantiated, the local club/affiliate will convene a hearing conducted in accordance with their bylaws, rules and policies.
2. If the action of the local club/affiliate is to disqualify as a result of the hearing, the charged individual will be notified of his/her right to appeal the decision to the State Association.
3. If an abuse charge is formally lodged against a volunteer or staff person with the Police, the said individual will be suspended until the case is resolved (US Youth Soccer Bylaw 252). At this point, the SDSSA RM must inform the individual of their status and rights, in writing.

Addendum A Disqualifying Convictions

Aggravated Murder	Murder	Voluntary Manslaughter
Child Stealing	Felonious Assault	Corrupting another with drugs
Aggravated Menacing	Trafficking Offenses	Kidnapping
Abduction	Criminal Child Enticement	Rape
Sexual Battery	Corruption of a minor	Gross Sexual Imposition
Promoting Prostitution	Compelling Prostitution	Felonious Sexual Penetration
Domestic Violence	Aggravated Robbery	

Illegal manufacturing of drugs or cultivation of marihuana
Illegal administration or distribution of anabolic steroids
Funding of drug or marihuana trafficking
Pandering sexually oriented matter involving a minor
Illegal use of a minor in nudity-oriented material or performance
Disseminating matter harmful to juveniles
Failing to provide for functionally impaired person
Improperly discharging firearms at or into habitation or school
Pandering obscenity involving a minor