

Somerset West Soccer Club

Policy No. 003.2

Employment/Volunteer Disclosures

Adopted: May 4, 2004

1. Purpose

The purpose of this policy is to outline actions to be taken in response to derogatory information developed from background checks conducted following submission of employment/volunteer disclosures.

2. Background

Somerset West Soccer Club (SWSC) Policy No. 003 created a club risk management program and outlined a need for the club to adopt risk management policies where necessary to manage risks not separately or fully addressed by the policies of the club's affiliated organizations.

The Oregon Youth Soccer Association (OYSA) requires all coaches, assistant coaches, team managers, club and district (i.e., league) board members, and other adults working in an official capacity at the state, district, and club levels to complete and submit an employment/volunteer disclosure form on an annual basis. OYSA conducts criminal records checks based on these disclosures.

Whenever derogatory information is revealed, OYSA evaluates the information and decides whether to take action against the individual or to forward the information to the club or district president for further investigation/action. When the record reveals a serious offense, such as child molestation or kidnapping, OYSA immediately suspends all coaching/administrative privileges pending receipt of additional information substantiating the offense. The appropriate club or district president is responsible for notifying the coach/administrator of OYSA's action and for ensuring the individual is no longer involved with youth players.

When the records check reveals information that does not appear to adversely impact the well being of players or the effective administration of the Association, OYSA forwards the information to the appropriate club or district president for further investigation and follow-up action.

OYSA policies do not spell out specific civil or criminal offenses that should result in sanctions against an individual nor do they provide guidance as to appropriate sanctions based on the nature, extent, or date of the offenses.

This policy outlines the club's procedures for investigating and taking action on derogatory information reports.

3. Policy

- A. When notified of derogatory information, the club's Risk Management Committee will be convened to investigate the report.
- B. The Risk Management Committee will discuss the report with the individual who is the subject of the information to confirm its contents. The committee will also attempt to validate/substantiate the information through written or verbal communication with appropriate law enforcement agencies.
- C. The Risk Management Committee will review all of the information collected and evaluate its implications for the individual's future involvement with youth players and/or club administration. As a minimum, the evaluation will consider the nature, number, and age of the reported offense(s) and their relevance to club operations and administration. Based on its assessment, the Risk Management Committee will recommend a course of action to the club's Board of Directors.
- D. The Board of Directors will adopt the recommended course of action, refer the report back to the Risk Management committee for further investigation, or seek counsel from OYSA or other appropriate officials before taking action.

4. Sanctions

The Risk Management Committee may recommend one or more sanctions depending on the offenses reported. Sanctions can range from total exclusion from club operations and/or administration to more narrowly focused exclusions such as a prohibition against handling club or team funds.

5. Reports

Regardless of whether sanctions are imposed, the club president will advise the OYSA and THJSL of the action taken in response to all reports of derogatory background check information.