

**ALABAMA SOCCER ASSOCIATION**  
**Risk Management Policy**

**As of September 2016**

**I. Authority**

- A. US Youth Soccer Article VI, Section 2 requires US Youth Soccer and each state association to establish and monitor a Risk Management Program within its jurisdiction. That program must include, at a minimum:
  - 1. The use of an employment/disclosure statement for all volunteers, employees, coaches, and program administrator; and
  - 2. Identification of a Risk Management Coordinator and an alternate for the organization.

**II. Purpose**

- A. The purpose of The Alabama Soccer Association's (ASA) risk management program is to communicate methods of minimizing/preventing risk to players, volunteers, paid personnel, club, and leagues.

**III. Responsibilities**

- A. The State Risk Management Coordinator (SRMC) shall:
  - 1. Be Appointed by the ASA President;
  - 2. Select a committee (RMC) of two to assist with review and disqualification;
  - 3. Along with the ASA Executive Director, keep the ASA Board of Directors apprised of the progress of this policy; and
  - 4. Periodically review and update this policy, as needed.
- B. The Risk Management Committee (RMC) shall:
  - 1. Be appointed the SRMC;
  - 2. Regularly review this risk management policy; and
  - 3. Review and recommend action on problem background checks.
- C. Each club/league that is affiliated with ASA shall designate a local risk management coordinator to assist in overseeing its Adult Applicants risk management process.

**IV. Application Process/Procedure**

- A. Any coach, assistant coach, trainer, manager, league and club officer, ASA Board of Directors member, contract labor employee, or any other individual over the age 19 seeking affiliation with ASA who has direct or indirect contact of influence on a youth player shall be collectively referred to as "Adult Applicant".

- B. Every Adult Applicant is required by ASA to apply for Risk Management approval every year by using the Online Risk Management system. A nationwide criminal history background check is performed on every Adult Applicant submitted every year.
- C. If the check yields a problem area for the Adult Applicant, the Risk Management Committee (RMC) will contact the Adult Applicant for additional information as it pertains to the evaluation criteria listed below.
- D. If an Adult Applicant is disqualified, the RMC must inform the Adult Applicant as well as the President of the club/league. The Risk Management Applicant shall be disqualified from participation with the ASA, all ASA related activities and events, All ASA affiliated league activities and events, and all US Youth Soccer related activities and events.

## **V. Evaluation Criteria**

- A. Some of the factors considered for disqualification include:
  - 1. The number and nature of the offense (s);
  - 2. Age of the offense or sentence;
  - 3. Rehabilitate achievements of the offender which indicates that the behavior is unlikely to reoccur;
  - 4. A conviction or a defendant in litigation in which the allegations are that the person has committed a felony, crime of violence or a criminal offense against a child;
  - 5. Any other factor that the SRMC may deem appropriate.
- B. The SRMC shall conduct a review before allowing membership to any individual who has been disqualified or otherwise disciplined by another state association for violation of its Risk Management policies. The review shall be limited to whether the conduct giving rise to the Risk Management action taken by the other State Association constitutes a violation of ASA's Risk Management policies.

## **VI. Appeal Procedure**

- A. Any Adult Applicant who has been disqualified from participation with the ASA has the right to appeal the initial decision made by the RMC.
- B. Appeals are to be in writing and delivered to the ASA State Office within ten (10) calendar days from the receipt of the disqualification letter. Appeal shall be accompanied by a \$250.00 filing fee. In the event an Adult Applicant fails to appeal with the 10 calendar day period, the Adult Applicant may re-apply for risk management after one (1) full year from the initial application date.

- C. The ASA Executive Director will forward all documents to the State Association's Discipline and Appeals Committee, who will establish an appeal hearing date at their discretion.
- D. The Discipline and Appeals Committee may rule in the following ways:
  - 1. Reinstate the Adult Applicant;
  - 2. Amend the initial decision reached by the ASA Risk Management Committee;  
or
  - 3. Uphold the initial decision reached by the ASA Risk Management Committee.
- E. Recognizing that State Associations can differ greatly, US Soccer has allowed each State Association to establish its own criteria for prevention of abuse based upon applicable laws in each state, each State Association's insurance program, and what each State Association believes is best for its membership. The USSF Appeals Committee does not review risk management decision by Organization members. USSF Policy 601-10 sets out the procedures for recognition of risk management actions and does not provide for an appeal of this type of disqualification to the USSF Appeals Committee.

## **VII. Abuse Complaint Procedure**

- A. Complaints are to be reported to the local club/league President and/or the local risk management coordinator. The local club/league President and/or risk management coordinator must report the complaint to the SRMC through the State office. A background check will be conducted and action taken as per this policy.
- B. ASA reserves the right to disqualify an individual when presented with evidence of inappropriate communication or contact with children or other individuals even if not, charged, convicted or tried in a court of law. ASA also reserves the right to disqualify an individual if that individual's behavior and/or conduct are considered detrimental to ASA, the ASA membership, or ASA member leagues.