



MSYSA RISK MANAGEMENT PROCEDURE TIMELINE

1. **The following materials are available year-round to leagues and volunteers at <http://www.michiganyouthsoccer.org/riskmanage.html>.**
 - Cover Letter
 - Procedure Timeline
 - MSYSA Risk Management Policy
 - A Guide to Prevention and Awareness of Abuse for Youth Soccer Associations
 - US Youth Soccer Kidsafe Pamphlet
 - Principles of Conduct
 - Referees, Coaches, Parents: Role Models for Life
 - Handling Bloodborne Pathogens
 - Soccer Goal Safety
 - Lightning Safety Outdoors
 - Application and Disclosure Statement.
2. **Leagues distribute literature to all unregistered volunteers prior to each fall and spring season.**
 - All Leagues must comply with the MSYSA Risk Management Program as mandated in the fall of 1999.
3. **The Risk Management Clearance, provided after a check is completed, is valid for a maximum of 2 years, if not less. However, the MSYSA reserves the right to submit random checks on individuals who have submitted applications at any time.**
4. **All leagues shall comply with the MSYSA Risk Management program with its own Risk Management Coordinator. Unless otherwise notified, the league President is the RM Coordinator by default.**
5. **Handling Procedure for Risk Management Application and Disclosure Statement (A&D):**
 - a. Volunteers submit their completed application using the online MSYSA Risk Management Clearance System (preferred) or mail in a completed application form to the MSYSA State Office.
 - b. MSYSA Risk Management Administrator compiles a database of applicants.
 - c. MSYSA Risk Management Administrator sends data to a national background screening company (or other Law Enforcement Agency if required).
 - d. The MSYSA Risk Management Chairman reviews the results of the completed background checks with the MSYSA Risk Management Committee. The RM Committee makes a determination on the volunteer's eligibility to participate. If a determination of disqualification or the need for more information is reached, MSYSA Legal Counsel will notify the volunteer in writing of the Committee's decision. The disqualification criteria is found in the MSYSA Risk Management Policy.
 - e. Upon approval, the Risk Management Applicant will receive their clearance via email. League Risk Management Coordinators and League Officials can view an updated list of Risk Management Approved applicants at any time using the MSYSA website.
 - f. Each league is responsible for ensuring every registered adult volunteer (coach, assistant coach, trainer, manager, etc) is Risk Management certified (effective January 1, 2000).
 - g. MSYSA Legal Counsel reviews any reports that have reasons to be of concern (for the health or safety of the players) and either (1) determines that no problem exists and adds the volunteer to the approved list, (2) sends a registered letter via US Mail to the applicant for clarification within ten days, or (3) notifies the MSYSA and the member league that the applicant is immediately disqualified.



- h. League notifies the MSYSA in writing within seven days that the disqualification is in force.
 - i. Applicants who wish to appeal must notify the MSYSA Board of Directors within seven days in writing to the MSYSA State Office according to the Risk Management Policy.
6. All processed and approved Risk Management Cards are scheduled to be sent to the individual applicants via email within 7-10 business days.
7. Once a volunteers receives their clearance, it is imperative to keep them on their person at all times during MSYSA related activities like games, practices, tournaments, etc. Every adult volunteer is expected to present their Risk Management Clearance when asked by Tournament Officials, MSYSA Officials, Referees, MSYSA Board Members, and League Board Members. Protect the Risk Management Card to reduce the risk of damage or distortion.

Be sure to read the other Risk Management related documents found on the Risk Management page of our website:

- FAQ's
- Quick Reference Guide to the Online Risk Management Form
- Risk Management Policy

