



RISK MANAGEMENT POLICY

Risk management allows organizations to identify and assess possible sources of harm and take steps to decrease or prevent it from occurring. It must include evidence of procedures, processes and documents which show an organization's commitment to maintaining the safety and wellbeing of children and young people.

While it is not possible to eliminate all the risks involved in playing, coaching, or administering sport, the Sylvan Lake Blizzard Soccer Club (hereinafter referred to as the "SLBSC") is committed to reducing the risks associated with soccer.

The SLBSC is a non-profit organization that is run mostly by volunteers. Operations could not continue without the efforts of approximately 65 volunteers who donate their time and expertise as Board Members, coordinators, coaches, and team assistants. These people provide a valuable community service to the players enrolled in the SLBSC, for which they should be commended. As with any organization that deals with children, however, it is imperative that the SLBSC take steps to exclude from participation in any SLBSC activities, all persons who pose a risk to the safety of the players, other coaches, employees, and volunteers. In accordance, the SLBSC has adopted an internal Risk Management Policy which requires all employees, and volunteers to submit either a Criminal Record Check (CRC) or a Vulnerable Sector Check (VSC) completed within the previous 12 months from their local RCMP detachment in the Town/City in which they reside.

POLICY GUIDELINES:

The SLBSC is committed to providing a safe environment for its members and participants, and to prevent abusive conduct in any form. Every SLBSC member and its personnel are responsible for protecting participants and ensuring their safety and well-being while involved in any SLBSC activities.

To this end, the following guidelines of behaviour and procedures have been adopted for the SLBSC members, employees, volunteers, and all participants. All SLBSC members, as well as parents, spectators, and other invitees, are expected to observe and adhere to these guidelines.

Violation of these guidelines may be used as a basis for a member suspension or other disciplinary action.

- 1) Abuse of any kind is not permitted within the SLBSC. Physical, sexual, emotional, or verbal abuse or misconduct from any players, coaches, officials, volunteers, parents, or spectators will not be tolerated.
- 2) Physical and sexual abuse, including but not limited to, striking, hitting, kicking, biting, indecent or wanton gesturing, lewd remarks, indecent exposure and any form of sexual contact or inappropriate touching, are strictly prohibited within the SLBSC.



- 3) Emotional abuse or verbal abuse, including but not limited to, insulting, threatening, mocking, demeaning behaviour, or making abusive statements in regard to a person's race/nationality/ethnicity, gender/sex, religion, or age are strictly prohibited within the SLBSC.
- 4) The SLBSC is committed to providing a safe environment for players, participants, staff, and volunteers. Every member of the SLBSC is responsible for reporting any cases of questionable conduct or alleged mistreatment toward any members by any players, coaches, officials, volunteers, parents, or spectators.
- 5) The SLBSC Board Members will respond quickly to any and all allegations of abuse within the SLBSC. The alleged offender will be notified of such allegations promptly.

DISQUALIFICATION OF INDIVIDUALS:

- 1) The SLBSC may deny registration to and disqualify any individual or deny membership to, or otherwise discipline (game suspension) any individual who fails to comply with these procedures.
- 2) Any person accused of a sexual crime or one involving physical violence may be asked to resign voluntarily or may be suspended by the SLBSC until the matter is resolved. Regardless of criminal or civil guilt in the alleged abuse, the continued presence of the person could be detrimental to the reputation of the SLBSC and could be harmful to the participants. A person who is accused, but later cleared of charges, may apply to be reinstated within the SLBSC. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.
- 3) In addition, an individual's actions may give rise to a suspension instead of a disqualification under the SLBSC's policy guidelines.

REPORT OF POTENTIAL RISK MANAGEMENT PROBLEMS:

The SLBSC members shall have an affirmative duty to report potential risk management problems that they become aware of which involves the SLBSC. Failure to report, shall subject the member to the discipline set forth above.

MEMBER CONDUCT:

- A) The SLBSC promotes good sportsmanship while encouraging qualities of mutual respect, courtesy and tolerance in all players, coaches, officials, volunteers, parents, and spectators. The SLBSC advocates building strong self-images among the youth participants. Children with a strong self-image may be less likely, but nevertheless targets for abuse; similarly, they may be less likely to abuse or bully others around them.



- B) Buddy System – It is recommended that every activity sanctioned by the SLBSC establish a “Buddy System”. Each youth participant should be assigned a buddy during sponsored activities. No child should go anywhere, including but not limited to, the bathrooms, locker rooms or any other location, without his or her buddy or parent/guardian.
- C) To further protect youth participants, as well as coaches, officials, and volunteers, it is strongly recommended that no adult person allow him or herself to be alone with a child (unless it is their own child), or with any group of children during games, practices, or other sponsored activities. In particular, it is recommended that coaches and other adult members of the SLBSC:
 - i. Do not drive alone with a child participant in any vehicle.
 - ii. Do not take a child alone to the bathroom, locker room or any other private room.
 - iii. Private conversations with youth participants should occur within the view of others, in the gym or on the field, instead of in a private space.
 - iv. Coaches and other adult members of the SLBSC should not socialize individually with participants outside of sponsored activities.
- D) When travelling overnight with youth participants, children should be paired up with other children of the same gender and similar age group, and with chaperones in separate, but nearby rooms. It is the responsibility of the chaperones to supervise the activities of the players at all times.
- E) No child should be left alone at a training session or at any other time until they are picked up by their parent, older sibling, or other designated adult. It is recommended that the last adult, in addition to the coach or trainer, wait at the site until the child is picked up.
- F) The SLBSC wants to empower children to trust their feelings and let them know that their concerns, fears, and hopes are important by listening to them. Open communication between children and parents, or between children and other adults in the SLBSC, may help early warning signs of abuse to surface.

CRIMINAL RECORD CHECK:

Every volunteer or employee of the SLBSC, age 18 and over, who at any time could be expected in the performance of their duties to:

- i. Be with any minor aged person(s);
 - ii. Be entrusted with personal information provided upon registration;
 - iii. Be entrusted with performing financial duties;
 - iv. Be responsible for bookkeeping or bank account(s) or any other monetary duties;
-



must have on file the results of a Criminal Record Check (CRC) completed within the previous 12 months from their local RCMP detachment in the Town/City in which they reside. These record checks will be kept on file for a period of three years from the date of completion, at the discretion of the Board, after which time they will be confidentially disposed of. In the event the volunteer experiences a change in the status of the CRC the SLBSC Board must be notified immediately.

The SLBSC will only accept a CRC that comes back with a negative response; any other response will require the volunteer to contact the RCMP and follow further instructions. If a resolution cannot be reached the person in question will not be assigned any volunteer duties.

VULNERABLE SECTOR CHECK:

Every volunteer or employee of the SLBSC, age 18 and over, who at any time could be expected in the performance of their duties to:

- i. Be with any minor aged person(s);
- ii. Be entrusted with coaching any minor aged person(s);
- iii. Be responsible for a team comprised of any minor aged person(s);

must have on file the results of a Vulnerable Sector Check (VSC) completed within the previous 12 months from their local RCMP detachment in the Town/City in which they reside. These record checks will be kept on file for a period of three years from the date of completion, at the discretion of the Board, after which time they will be confidentially disposed of. In the event the volunteer experiences a change in the status of the VSC the SLBSC Board must be notified immediately.

The SLBSC will only accept a VSC that comes back with a negative response; any other response will require the volunteer to contact the RCMP and follow further instructions. If a resolution cannot be reached the person in question will not be assigned any volunteer duties.

TRACKING AND STORING CRIMINAL RECORD CHECK / VULNERABLE SECTOR CHECK INFORMATION:

A file of valid Criminal Record Checks / Vulnerable Sector Checks for every employee, or volunteer engaged in any of the above noted activities, will be kept in a confidential location by an elected Board Member or the Director of Operations.

The SLBSC cannot share Criminal Record Check / Vulnerable Sector Check reports and or results with another club or district unless they have the written consent of the individual involved.



SYLVAN LAKE BLIZZARD SOCCER CLUB

Box #8988
Sylvan Lake, Alberta
T4S 1S6

To Whom It May Concern,

RE: CRIMINAL RECORD CHECK REQUEST

As part of the Sylvan Lake Blizzard Soccer Club's Risk Management Policy, every volunteer or employee, age 18 and over, who at any time could be expected in the performance of their duties to:

- i) Be with any minor aged person(s);
- ii) Be entrusted with personal information provided upon registration;
- iii) Be entrusted with performing financial duties;
- iv) Be responsible for bookkeeping or bank account(s) or any other monetary duties;

must have on file the results of a Criminal Record Check completed within the previous 12 months from their local RCMP detachment in the Town/City in which they reside.

This letter is to confirm _____ is a volunteer with the Sylvan Lake Blizzard Soccer Club; a Criminal Record Check is required to be kept on file by the club.

Should you require any further information, please do not hesitate to contact me at your earliest convenience.

Sincerely,

Julie Maplethorpe
Director of Operations
Sylvan Lake Blizzard Soccer Club (SLBSC) / (403) 304-0446 / admin@sylvanlakesoccer.ca



SYLVAN LAKE BLIZZARD SOCCER CLUB

Box #8988
Sylvan Lake, Alberta
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To Whom It May Concern,

RE: VULNERABLE SECTOR CHECK REQUEST

As part of the Sylvan Lake Blizzard Soccer Club's Risk Management Policy, every volunteer or employee, age 18 and over, who at any time could be expected in the performance of their duties to:

- i) Be with any minor aged person(s);
- ii) Be entrusted with coaching any minor aged person(s);
- iii) Be responsible for a team comprised of any minor aged person(s):

must have on file the results of a Vulnerable Sector Check completed within the previous 12 months from their local RCMP detachment in the Town/City in which they reside.

This letter is to confirm _____ is a volunteer with the Sylvan Lake Blizzard Soccer Club; a Vulnerable Sector Check is required to be kept on file by the club.

Should you require any further information, please do not hesitate to contact me at your earliest convenience.

Sincerely,

Julie Maplethorpe
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