

## Greater Renton-Tukwila Youth Soccer Association

Title: Risk Management

Policy and Procedure Number: 021

Revision: NEW

Approval Date: TBD

### A. Purpose

This procedure defines how the association ensures that state required background checks are completed and current for all volunteers within the association (individuals having contact with children or performing club operations).

### B. Requirements

1. All volunteers have a current background check
2. Comply with state policy on risk management

### C. Process

1. Produce a report of WSYSA risk management status for the association, grouped by club. Provide to club registrars.  
Role: Association Registrar      Due: monthly?
2. Compare WSYSA risk management status to club risk management status. Identify individuals not on the list or who has an expiration within 90 days.  
Role: Club Registrar      Due: monthly?
3. Notify individuals (soon to expire or no record of a submittal) that a risk management form needs to be submitted.  
Role: Club Registrar      Due: monthly?
4. Complete risk management form and submit to Club Registrar.  
Role: Individual      Due: 2 weeks
5. Submit forms to WYS.  
Role: Club Registrar      Due: 1 week