

# LSA POLICY MANUAL

## **Policy 502 LSA RISK MANAGEMENT POLICY**

To promote the welfare of youth players and to protect coaches, volunteers, and program administrators and the affiliated clubs the Louisiana Soccer Association (LSA) has adopted the U S Youth Soccer (USYSA) KidSafe program. KidSafe is designed to identify all coaches, volunteers and other persons that may have contact with players. It is the intent of USYSA and its affiliated organizations to exclude from participation in USYSA activities, at a minimum, all persons who have been convicted of crimes of violence or crimes against persons. Further, it is the intent of LSA to exclude any one convicted of any other violation of the law that LSA deems detrimental to the health and safety of the players.

The Louisiana Soccer Association will also be stated as 'LSA' throughout this document. Any coach, assistant coach, team trainer, team manager, Club President, Club official, Club representative, Club administrator, LSA Board of Directors member, contract labor employee, referee, or any other individual over the age of 17 seeking affiliation with LSA or LSA affiliated Clubs who has direct or indirect contact or influence on a youth player shall be known collectively as "Adult Applicant" for the purposes of this policy. Any LSA player registered for the current season with an affiliated LSA Club will be known as "Youth Player" or "Player" for the purposes of this Policy.

### **A. APPLICATION PROCESS**

Each club is responsible to have every Adult Applicant complete the LSA online risk management disclosure questionnaire annually. Club registrars will assign coaches to teams however coaches will not appear on team rosters nor will the club be able to print coach passes until they have successfully completed the LSA risk management process. LSA will process at no charge to the club a maximum of two (2) coaches per team per soccer year. Additional coaches and volunteers utilizing the LSA risk management process will be subject to a processing fee. All LSA Board members and staff will file an annual risk management disclosure.

### **B. RISK MANAGEMENT DISQUALIFICATION CRITERIA**

The Risk Management (RMC) Committee will make all initial decisions pertaining to an individual's eligibility to participate with the LSA. The Risk Management Committee has the authority to immediately disqualify an individual based on the results of any criminal history background check(s). The RMC also has the authority to attain more information on questionable or serious offenses and convictions based on the results of any criminal history background check(s).

### **C. RISK MANAGEMENT COMMITTEE (RMC)**

LSA Vice President Youth  
LSA Vice President Adult  
LSA SRA  
LSA Legal Counsel if appointed

Chairmanship of the RMC is determined by an election by the members annually at the summer meeting. LSA reserves the right to modify or change the make up of the RMC with or without notice and for any reason it deems appropriate and/or sees fit. Upon reviewing the results of any background checks conducted, the convictions listed below, in whole or in part, may cause the Risk Management Applicant to

be immediately disqualified from participation with the LSA, all LSA related activities and events, all LSA affiliated club activities and events, and all US Youth Soccer related activities and events. LSA reserves the right to contact the applicant regarding their criminal history in an attempt to gather more information. Information provided by the applicant is taken into consideration by the RMC in determining the eligibility of the applicant to participate with LSA.

#### **D. DISQUALIFICATION CRITERIA**

Individual volunteers found to be guilty of the following crimes will be disqualified as a volunteer as outlined below. Guilty means the applicant was found guilty following a trial, entered a guilty plea, and entered a no contest plea accompanied by the court's finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This policy does not apply if criminal charges resulted in acquittal, dismissal or in an entry of "nolle prosequi":

1. Ever Found To Be Guilty Of:
  - All sex offenses including child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.
  - All felony violence including murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
2. Found To Be Guilty Within The Past 10 Years Of:
  - All felony offenses other than violence or sex including drug offenses, theft, embezzlement, fraud, child endangerment, etc.
3. Found To Be Guilty Within The Past 7 Years Of:
  - All misdemeanor violence offences including simple assault, battery, domestic violence, hit & run, etc.
4. Found To Be Guilty Within The Past 5 Years Or Multiple Offenses In The Past 10 Years Of:
  - Misdemeanor drug offenses, including simple drug possession, etc.
5. Found To Be Guilty Within The Past 2 Years, or Found To Be Guilty of 3 or more offenses within 10 Years Of:
  - Misdemeanor alcohol offenses including driving under the influence, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
6. Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of the volunteer including contributing to the delinquency of a minor, providing alcohol to a minor, theft – if volunteer is handling monies, etc.

Should any pending charges described above be uncovered, or should any of the above charges be brought against an applicant during the season, the applicant shall be suspended from serving until such time as the charges have been cleared or dropped and the Conduct Official has approved reinstatement.

LSA, the LSA RMC and LSA Legal Counsel have the right at any time to add additional offenses and convictions to the list as outlined above. The RMC analyzes convictions produced from criminal history background check(s) with an incident date between the application date and ten (10) years previous from the application date. The RMC also reserves the right to review and analyze incidents that date back farther than ten (10) years if it is deemed that a person's criminal history beyond ten (10) years possesses a serious threat to the well being and safety of children. The RMC also reserves the right to perform criminal history background check(s) at random time periods on any Adult Member who has previously applied for Risk Management and who may or may not have a criminal history.

## **E. DISQUALIFICATION PROCEDURE**

LSA Legal Counsel will send written notification to every Adult Applicant who has been disqualified by the RMC with instructions on how to appeal the decision made by the RMC. The disqualified individual has seven (7) days from the receipt of the notice of disqualification to submit an appeal in writing to the LSA Executive Committee. If written notification from the disqualified Adult Member is not received by LSA State Office within seven (7) days then the disqualification will be final and the Adult Applicant will lose all rights to appeal the decision and forfeits their eligibility to participate with the LSA, LSA affiliates, and US Youth Soccer. LSA Legal Counsel will send written notification to every Adult Applicant who is asked to provide more information by the RMC pertaining to offenses and/or convictions found as a result of criminal history background check(s). If the Adult Applicant fails to respond to LSA Legal Counsel within 10 days of the receipt of the written notification for more information then the individual will be disqualified from participation with the LSA. The decision will be final and the Adult Applicant will lose all rights to appeal the decision and forfeits their eligibility to participate with the LSA, LSA affiliates, and US Youth Soccer.

## **F. APPEAL PROCESS**

Any Adult Applicant who has been disqualified from participation with the LSA has the right to appeal the initial decision made by the RMC. Once the written notification of the disqualification is received by the individual, that individual must submit a written notice of appeal to the LSA Executive Committee addressed to the LSA State Office. If the written notice of appeal is not received by the LSA State Office within seven (7) days from the receipt of the disqualification letter, the individual forfeits their current ability for an appeal as well as any time in the future. The appeal will occur during the next scheduled Board of Directors Meeting at the LSA State Office. All Board Members present at the meeting may vote with the exception of those individual Board Members who serve on the RMC. A vote will be taken by the LSA Board of Directors in executive session and the decision will be relayed in written form by LSA Legal Counsel no later than 10 days from the date of the meeting. The decision made by the LSA Board of Directors is final and will take effect immediately following the notification by LSA Legal Counsel of the LSA Board of Director's decision.