



Risk Management Policy and Procedures

POLICY

Royal City Youth Soccer Club is committed to promote the health and safety of all our players and members. To ensure this RCYSC have adopted the following:

All Volunteers (Executive members, coaches, assn't coaches and managers) must complete a criminal record check. The forms must be returned to the club by October 1st. If a volunteer joins RCYSC during the season, they also will need to complete the screening.

Team officials that do not comply will be unable to coach or manage their team. Executive members that have no contact with any team may not have to complete the screening.

The Risk Manager will be responsible to maintain these forms under strict confidentiality.

PROCEDURES

All Volunteers of RCYSC are still required by BC Soccer to fill out the Risk Management Policy [FORM A](#)

- 1- The Volunteer will fill in all spaces on the form.
- 2- They will place the form in a enclosed envelope and seal the envelope.
- 3- The Volunteer will print their name and club on the back of the envelope.
- 4- The Volunteer mails the envelope to: RCYSC attn: Risk Manager

Box 291
720- 6th Street
New Westminster, B.C.
V3L-3C5

5- RCYSC does not open the envelopes. They are collected and sent to District Risk Management Coordinators with a master list of all RCYSC Volunteers.

The Deadline for RCYSC receiving Form A from Volunteers of Metro and Divisional Teams (including Club Executive) is August 30th.

The Deadline for Mini-Soccer will be 2 weeks before the start of their season.

Volunteers are not permitted to carry out any duties until they have completed and returned disclosure Form A.

CRIMINAL RECORD CHECK

- 1- All RCYSC Volunteers who live in New Westminster will download the [Consent for Criminal Record Search](#) and fill in all the spaces except Section 3 (filled in by New Westminster Police) and area of applicant signature
- 2- Please read the [Criminal Record Check Requirements](#) and follow the instructions.
- 3- All RCYSC Volunteers will download the [RCYSC Volunteer Form](#) and the process fee will be waved. Do not sign the Volunteer signature area.
- 4- Both [CCRS](#) and [RC Volunteer](#) forms are to be signed at the NWPD.
- 5- If you are a Volunteer who lives out side of New Westminster still use the RCYSC Volunteer form but your local police department will have a differant Criminal Record Search form for you to fill out.

- 6- The police will process and stamp the CRC form and return it to the Volunteer.**
- 7- The Volunteer will mail the stamped CRC form to RCYSC attn:Risk Manager (address above).The deadline for all Volunteers is October 1st.**
- 8- If for any reason the Volunteers CRC form comes back with an "unsatisfactory result" the Volunteer can inform the Risk Manager by e-mail and a meeting will be set.**
- 9- All RCYSC Volunteers must complete a Criminal Record Check or they will be suspended from their duties until the screening process is complete.**
- 10- This same format will apply for paid coaches**
- 11- The Risk Manager will be responsible to maintain these forms under strict confidentiality.**