



## Background Screening Policy

Pursuant to U.S. Soccer Policy 212-3, WYSA's Background Screening Policy is in place to set forth requirements pertaining to appropriate background screening.

Any coach, assistant coach, team trainer, team manager, referee, club or district board member, WYSA administrator, WYSA Board of Directors member, independent contractor, or any other individual seeking affiliation with WYSA or WYSA Affiliated Clubs who has direct or indirect contact or influence on a youth player shall be known collectively as "Applicant" for the purposes of this policy. Any WYSA player registered for the current season with an affiliated WYSA club will be known as "Youth Player" or "Player" for the purposes of this Policy.

### I. Application Process

Every Applicant is required by WYSA to complete a Risk Management Disclosure, every two years through WYSA's online risk management system. Applications are subject to a processing fee which is established on an annual basis via the WYSA budget. Applicants must provide their Social Security Number, which will be collected, but not stored in their personal record. Those Applicants who do not have a Social Security Number (international applicants) may be subject to an additional background check with applicable fees. The Risk Management Disclosure authorizes a nationwide criminal background check which is performed on every Risk Management applicant. By submitting a Risk Management Disclosure, the Applicant acknowledges background check results may be shared with the club, league or association affected.

### II. Risk Management Disqualification Criteria

The WYSA Executive Director will make initial decisions pertaining to an Applicant's eligibility to participate with WYSA. The Executive Director has the authority to immediately disqualify an Applicant based on the results of any criminal history background check(s). The Executive Director also has the authority to request additional information on any offenses and convictions based on the results of any criminal history background check(s).

Upon review of background check results, conviction of any offense substantially related to the duties and responsibilities that the Applicant seeks to perform or is currently performing for WYSA may cause the Risk Management Applicant to be immediately disqualified from participation with WYSA, all WYSA sanctioned activities and events, and all US Youth Soccer related activities and events. WYSA reserves the right to contact the Applicant regarding their criminal history and to request additional details about the background check results. Information provided by the Applicant may be taken into consideration by the WYSA Executive Director in determining the eligibility of the Applicant to participate with WYSA.

WYSA reserves the right to disqualify an individual from employment with WYSA or participation in WYSA activities and events when presented with evidence of inappropriate communication, or contact with children even if the Applicant is not charged, convicted, or tried in a court of law. WYSA also reserves the right to disqualify an individual if that individual's behavior and/or conduct are considered detrimental to WYSA and/or the WYSA membership.

WYSA also reserves the right to perform criminal history background check(s) at random time periods on any Applicant who previously applied for Risk Management and who may or may not have a criminal history.

### III. Disqualification Procedure

The WYSA Executive Director will send written notification to every Applicant or individual who has been disqualified with instructions on how to appeal the decision to disqualify. The disqualification remains in effect up to the time an appeal is heard by the WYSA Executive Committee. The disqualified person has ten (10) days from the receipt of the notice of disqualification to submit an appeal in writing to the WYSA State Office.

The WYSA Executive Director will send written notification to every Applicant who is asked to provide more information pertaining to offenses and/or convictions found during the criminal history background check(s). If the Applicant fails to respond within ten (10) days of receipt of the written request for information, the individual will be considered disqualified from participation with WYSA. A reversal of the disqualification will not be considered until the requested information is received.

If an Applicant is arrested or charged with commission of any offense substantially related to the duties and responsibilities that the Applicant seeks to perform or is currently performing for WYSA, the Executive Director may suspend the individual pending resolution of the charges. The applicant will receive a letter of disqualification which will stand until a determination has been made by the legal system and/or the WYSA Executive Director determines that the matter has been resolved. Applicants must immediately report all arrests or charges, other than arrests or charges for minor traffic offenses, to the WYSA Executive Director. Failure to report an arrest or charge, even if the arrest or charge is deemed not to be substantially related to the Applicant's WYSA duties and responsibilities, may result in the Applicant's disqualification from further employment with WYSA or participation in WYSA activities and events.

The WYSA Executive Director may request additional information from an Applicant at any time if he/she becomes aware of information about an individual that could have a negative impact on WYSA.

### IV. Appeal Process

Any person who has been disqualified from participation with WYSA has the right to appeal the initial decision made by the WYSA Executive Director. A written notice of appeal must be received by the Executive Director within ten (10) calendar days of the disqualification letter. In the event, that person fails to appeal within the ten (10) day period, they may reapply after one (1) full year from the initial application date.

The appeal hearing will occur at a time and place as determined by the WYSA Executive Committee. The decision made by the Executive Committee is final and will take effect immediately following the notification by the WYSA Executive Director.

### V. Other:

- Risk Management Disqualifications may not be appealed to the United States Soccer Federation or to US Youth Soccer. The United States Soccer Federation and US Youth Soccer defer risk management programs and decisions on Risk Management eligibility to the State Associations. (E.g., USSF Bylaw 213, USYS Bylaw 214.)
- US Youth Soccer Bylaw 252. SUSPENSION BECAUSE OF LITIGATION:

Section 1. Any person participating in a USYSA program, or in a program of a State Association or a program of a member of a State Association, who becomes a defendant in litigation detrimental to the welfare of Youth Players or litigation based on activities detrimental to the welfare of Youth Players, shall be suspended from all soccer-related activities. Suspensions under this bylaw shall be determined by the appropriate State Association or the Board of Directors. Matters detrimental to the welfare of Youth Players shall include crimes of moral turpitude and felonies. The person has a right to appeal the suspension only

over whether the matter, which is the substance of the accusation, if true, is detrimental to the welfare of Youth Players.

Section 2. On completion of the litigation, the suspended person may inform the body suspending the person under Section 1 of this bylaw that the litigation has been completed and request that the suspension be terminated, and the person reinstated. The suspending body may grant the request of the person or, if the decision of the litigation was adverse to the person, may continue the suspension for a period specified by the suspending body, fine the person, terminate all membership of that person with the suspending body and its members, or any combination of those authorized penalties.

## Background Screening, Training & Education Compliance

Every Covered Personnel must complete a Risk Management Disclosure (authorizing a background check), every two years through WYSA's online risk management system. In addition to the background screening, all Covered Personnel must complete the "Core SafeSport Training" in order to meet the "SafeSport Trained" requirement.

Both an approved background check and completion of the Core SafeSport training is mandatory to obtain a WYSA issued Pass Card. The Pass Card is required of any coach, assistant coach, team trainer, team manager, referee, club or district board member, WYSA administrator, WYSA Board of Directors member, independent contractor (excluding referees who are checked through the referee program), or any other individual seeking affiliation with WYSA or WYSA Affiliated Clubs who has direct or indirect contact or influence on a youth player.

Additionally, team approval in the State Registration system is contingent upon coaches' compliance with the Background Screening, Training & Education Policies.

Approved 07/16/19  
WYSA Board of Directors