



Risk Management Reporting Form

Updated 6/8/2017

INSTRUCTIONS:

In addition to completing US Club Soccer background screening approximately every other year, pursuant to US Club Soccer Policy 13.04 (Reporting of Potential Risk Management Problems), **US Club Soccer members also have an affirmative duty to report potential risk management issues of which they become aware.** This includes self-reporting of a registered staff member or club/organization, or of another registered staff member or club/organization.

Incidents which must be reported include, but are not limited to, arrests for a felony or other crime of violence, sexual misconduct, or any other act or pattern of behavior which may have or in the future may put youth players at risk. Members are encouraged to err on the side of reporting, and allow US Club Soccer to ascertain whether a disqualification from participation is warranted.

Please use this form to submit these issue(s). Failure to report pursuant to Policy 13.04 shall subject the member (individual and/or club/organization) to disqualification and/or discipline action.

This form may also be used to submit a general risk management concern(s).

If your intended submission is related to an allegation of misconduct from a disciplinary standpoint pursuant to Section 15 of the US Club Soccer Policy Manual, please complete the *Allegation of Misconduct Form* instead of this form.

GENERAL INFORMATION:

Please complete as much as possible.

Date(s) / Timeframe of incident:	
Name(s) and affiliation(s) of those involved in incident/situation:	
US Club Soccer member club/league/ organization involved in incident/ situation:	
Explanation of incident/situation: <i>Please include any court or authorities ruling on incident, if known.</i>	

CERTIFICATION:

By submitting this form, you agree to the following terms and conditions:

- This form and any supporting and related information may be shared with your club/organization.
- You certify that the information submitted via this form, as well as any supporting and related information submitted with it, is true and accurate to the best of your knowledge.

Name of person completing this form:	
Signature of person completing this form:	
Club/League/Organization:	
Position:	
Email address:	
Phone number(s):	

SUBMISSION INSTRUCTIONS:

Please submit this completed form, as well as any other supplemental information, via one of the methods below:

- Via email to info@usclubsoccer.org

or

- Via mail/express shipping to:

Attn Risk Management Reporting
US Club Soccer
192 E Bay St Ste 301
Charleston, SC 29401

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