



Risk Management Program **PACE Soccer Inc.**

PACE Soccer views Risk Management as an opportunity to identify and assess possible sources of harm, and take steps to decrease or prevent such harm from occurring. Our efforts to implement risk management include presenting evidence of procedures, processes and documents that demonstrate our commitment to maintaining the safety and well-being of all our members but, most importantly, our youth players.

While we recognize we cannot eliminate all risks involved in playing, coaching, or organizing soccer, **PACE Soccer** is committed to reducing risks associated with soccer in British Columbia.

Elements of the **PACE Soccer** Risk Management Program include:

1. Insurance
2. Volunteer Criminal Record Checks
3. Respect in Sport Education Program for Coaches and Parents
4. Rule of Two Policy
5. Concussion Policy
6. Adverse Weather Safety
7. Goal Post Safety
8. Media Safety
9. Medical Policy



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1. Insurance

PACE Soccer maintains insurance to cover our activities and protect both PACE and its members. Specifically, our insurance (*Policy ID SP009032 Sports Plus Insurance through Special Risk Insurance Managers*) covers liability for PACE if it is sued by anyone who claims injury or damages resulting from soccer activities. Coverage includes, but is not limited to, bodily injury and property damage, medical expenses, non-owned automobile liability, and participant injury.

Sports Accident Insurance can be obtained by players directly from BC Soccer. See <https://bcsoccer.net/insurance> for details.

2. Volunteer Criminal Record Checks

In accordance with BC Soccer Association Risk Management Rule 17, PACE is committed to maintaining a risk management and criminal record screening process for all volunteers, including coaches and managers, age 19 and older.

- a. Every **PACE Soccer** volunteer, age 19+, who at any time could, in the performance of their duties:
 - i) Be with any minor aged person;
 - ii) Be entrusted with performing financial duties; and/or
 - iii) Be responsible for bookkeeping or bank account(s) or any other monetary duties,

must have on file with **PACE Soccer** the results of a criminal record check (CRC) completed within the previous 36 months.

- b. All CRCs must be conducted by one of the following agencies:
 - i) RCMP;
 - ii) Municipal Police Department.
- c. New volunteers to **PACE Soccer**, or those with an expired CRC and who are required to complete a CRC, may not assume their duties until their CRC is completed to the satisfaction of the Risk Management Officer.
- d. If a volunteer is charged or convicted of a Relevant Offence in the 36 months after submitting a satisfactory record check, that person is required to disclose the incident to the Risk Management Officer and provide a new CRC to



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determine, in consultation with the Board of Directors, if that person is suitable to continue carrying out their duties. Failure to disclose will result in the person not being permitted to participate in **PACE Soccer** activities.

- e. Screening is required once every three years; however, the Risk Management Officer may, at any time, require an individual to participate in additional screening to continue participation in **PACESoccer** activities. Additional screening may be required at the discretion of the Risk Management Officer and the Board of Directors and might be requested if the Risk Management Officer receives information about, for example, a new relevant charge or conviction.
- f. Screening is not required for volunteers only working with adult teams.
- g. Any person who, after being given reasonable notice, fails to provide a CRC will not be allowed to continue with their designated duties.
- h. The Club's Risk Management Officer will oversee the screening process by:
 - i) Establishing and maintaining screening policies and procedures;
 - ii) Making available a letter to present to the screening agencies providing information about PACE and its screening requirements;
 - iii) Requesting all required individuals to complete/submit a CRC;
 - iv) Preparing a list of all persons who are required to complete a CRC;
 - v) Reviewing each submitted CRC to ensure there are no "flags" or "may or may not exist" (MOMNE) items;
 - vi) Supporting the Board of Directors in making decisions about risk on any record checks with flags and MOMNE items;
 - vii) Maintaining a file recording the completion dates of satisfactory CRC and CRCs outstanding;
 - viii) Consulting with the Board of Directors on risk management practice and decisions;
 - ix) Providing reports to the Board of Directors and affiliates as required.
- i. On request of the Club's Risk Management Officer, every required person must:



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- i) Submit a CRC conducted by an approved agency to the Risk Management Officer. All CRCs must be submitted to "Risk Management" at pacesoccer@hotmail.com ;
 - ii) Individuals may take a copy of the letter provided by the Club to the RCMP or local police agency explaining the screening process (see letter at Appendix A);
 - iii) Any costs associated with screening are the responsibility of the individual; however, the RCMP or police agency may waive the cost of the screening (\$50+) for individuals who bring a copy of the letter provided by the Club (Appendix A);
 - iv) All CRCs must be submitted by the requested date.
- j. If a CRC has a flag, the Risk Management Officer may:
- i) Inform the individual that their CRC has been received with "flags" or MOMNE items ;
 - ii) Advise that, in accordance with RCMP Canadian Police Information Centre regulations, for the organization to have a clear understanding of the details found on the CRC, the organization requests that the person complete a fingerprint process (at their cost) with their local Police Detachment and submit the results to the Risk Management Officer;
 - iii) When the results are submitted, the Risk Management Officer, through consultation with the Board of Directors, will decide whether the organization is at risk if the individual continues to participate in Club activities;
 - iv) As part of that process the Risk Management Officer may consult with the Board of Directors and/or provide reports as required;
 - v) The Risk Management Officer will advise the affected individual of the decision.
- k. If the individual disagrees with a decision made by the Risk Management Officer, the individual can put his or her concerns in writing to the President who will review the decision and provide a final written decision.
- l. **PACE Soccer** will keep the process (including all documentation) confidential.



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3. Respect in Sport Education Program

PACE Soccer embraces the Respect Group's Respect in Sport Education Program for coaches and parents. For further information, consult the Respect Group's Sports Education Program website at <https://www.respectgroupinc.com/respect-in-sport/>

i. For Coaches

The Coaches program promotes respect in sports by educating coaches and sports participants (ages 14+) to recognize, understand, and respond to issues of bullying, abuse, harassment, and discrimination.

The Coaches Program includes elements on:

- Power Dynamics
- Legal Responsibility and "Duty of Care"
- Hazing
- Physical Development
- Prevention of Bullying, Abuse, Harassment and Discrimination (BAHD)
- Mental Health Outcomes due to BAHD Behaviours
- Concussion and Injury Management
- Positive Emotions

ii. For Parents

PACE Soccer sees our parent community as a fundamental component of Safe Sports and key allies in our efforts to promote safe sport environments and recognize, understand, and respond to issues of bullying, abuse, harassment and discrimination. Consequently, **PACE Soccer** is an advocate of the Respect Group's Respect in Sport Education Program for Parents. This program is based on evidence that a common reason coaches, managers, officials, and athletes - of all ages - leave sport is unacceptable parent behavior. The Respect in Sport Parent Program defines a standard of behaviour for all parents and, consequently, creates a more rewarding, safe, and respectful environment for all sports participants. Importantly, the program harnesses parents as champions of safe sports.

The Parents Program includes elements on:

- Setting Realistic Expectations
- Handling Winning and Losing
- Balance Not Burnout
- Concussion and Injury Management



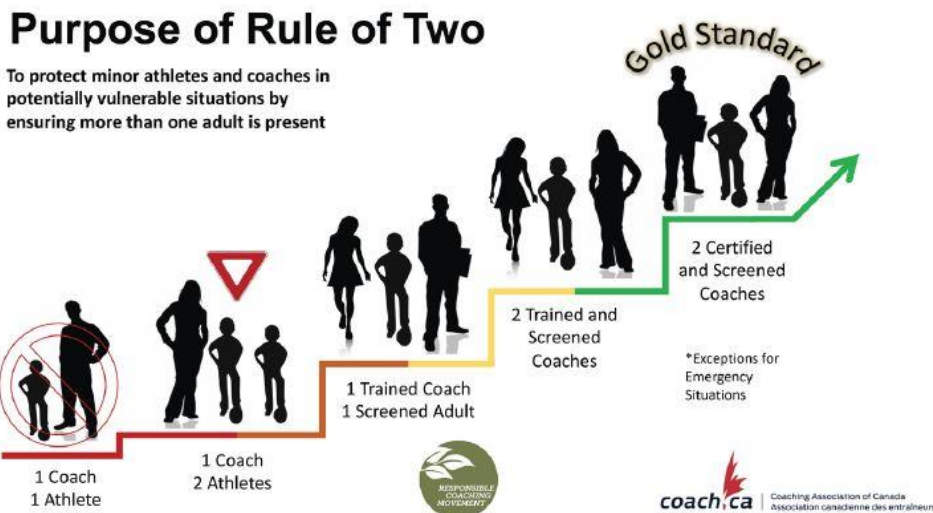
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- Misplaced Enthusiasm
- Establishing Positive Relationships with All Sport Stakeholders
- Losing Perspective
- Creating Safe Sport Environments Through Better Understanding of Bullying, Abuse, Harassment and Discrimination

4. Rule of Two Policy

The Rule of Two protects players from being in potentially vulnerable situations and ensures that interactions and communications between a member of PACE and a player are open and observable. The following information is a summary of The Coaching Association of Canada's Rule of Two. The goal is to always have two certified and screened coaches with a player in situations where the player is potentially vulnerable. One-on-one interactions between a coach or volunteer and a player, without another individual present, must be avoided in all circumstances except medical emergencies.



All **PACE Soccer** team officials (person in authority) will have a valid Criminal Record Check (see above) and abide by the Rule of Two.

Potential "vulnerable situations" include:

Travel



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- A person in authority should not travel in a car alone with a player unless the person in authority is the athlete's parent or guardian
- A person in authority should not share a room with a player unless the person in authority is the athlete's parent or guardian

Locker Room/Meeting Room

- Interactions between a person in authority and a player should not occur in any room where there is a reasonable expectation of privacy such as the locker room or meeting room.

Training/Competition Environment

- Persons in authority giving instructions or facilitating drills should always be doing so within earshot and eyesight of another person in authority.
- A person in authority should never be alone with a player prior to or following a game or practice, unless the person in authority is the player's parent or guardian.
- If the player is the first one to arrive, the player's parent should remain until another player or person in authority arrives.
- Similarly, if a player could potentially be alone with a person in authority following a game or practice, the person in authority should ask another person in authority (or a parent or guardian of another player) to stay until all the players have been picked up.
- If an adult is not available, another player should be present to avoid the person in authority being alone with a single player.

Gender Identity/Gender Rep

- For teams consisting of athletes of just one gender identity, a person in authority of the same gender identity should be available to participate or attend every interaction.

Social Media/Communication

- All communications between a person in authority or other adult and a player must be only for the purpose of communicating information about team activities. It must be transparent, accessible, and professional:
 - Transparent - All electronic communication between coaches and players should not only be clear and direct, but also free of hidden meanings, innuendo and expectations;



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- Accessible - All electronic communication between coaches and players should be considered part of the Organization's records. Another coach or parent must be included in the communication so that there is no question regarding accessibility; and
- Professional - All electronic communication between a coach and a player should be conducted professionally. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a coach.

5. Concussion Policy

The prevalence, importance, and implications of concussion in soccer are emerging as critical considerations in the management of player health and wellbeing in both the short and long terms. In keeping with BC Soccer's Concussion Policy, **PACESoccer** is committed to implementing steps to reduce the occurrence of concussion in our activities, and properly manage concussion injuries if they occur. These steps include the following critical requirements:

- Annually, the Club will ensure players, with their parent(s)/guardian(s) for players under 18, are educated about the signs and symptoms of concussions. Players, with their parent(s)/ guardian(s) if under the age of 18, must acknowledge that they have received information about the signs and symptoms of concussions and that they have a responsibility to report concussion-related injuries and illnesses to an independent medical professional
- The Club will ensure players, with their parent(s)/guardian(s) for players under 18, who exhibits signs, symptoms, or behaviors consistent with a concussion, shall be removed from soccer activities (e.g., competition, practice, or physical conditioning sessions) and assessed by an independent medical professional with experience in the evaluation and management of concussions.
- The Club requires medical clearance for a player, with their parent(s)/guardian(s) for players under 18, diagnosed with a concussion to return to soccer activities (e.g., competition, practice, or physical conditioning sessions) as determined by the independent medical professional
- The club requires players, with their parent(s)/guardian(s) for players under 18, diagnosed with a concussion to provide written evidence of medical clearance to the club, youth district, or adult league before returning to athletic activity (e.g., competition, practice, or physical conditioning sessions)



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Wherever possible, **PACE Soccer** will use the Centers for Disease Control and Prevention (CDC) Heads Up program to support its concussion management policy (<https://www.cdc.gov/headsup/>). Specifically, this involves implementing the Heads Up Concussion Action Plan to help identify signs of concussion and to guide in-play management of suspected concussions. This plan includes the following information:

- Providing parents with Heads Up Concussion Fact Sheet for Parents and
- Provide players over the age of 18, and parent(s)/guardian(s) of players under 18, with a copy of the Heads Up Concussion Fact Sheet for Athletes.
- Provide coaches with a copy of the Heads Up Concussion Fact Sheet for Coaches. Although this document is aimed at high school coaches, the information within it is equally relevant to the Club's coaches.

In addition, **PACE Soccer** coaches will be provided with a copy of FIFA's Concussion Recognition Tool 5.



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6. Adverse Weather Safety

PACE Soccer recognizes that severe weather conditions can pose a threat to the safety of our members, especially when there is lightning. Consequently, **PACE Soccer** adopts The Canadian Soccer Associations Lightning Safety/ Severe Weather Policy, which is summarized below and available in full online at https://www.canadasoccer.com/wp-content/uploads/resources/Referee/EN/Lightning_Policy_EN.pdf

The safety of players, coaches, management, and spectators is the primary concern in any weather event that occurs during all matches and training involving **PACESoccer** members. Ultimately, the referee has the final say over delaying or restarting a match due to weather. Waiting to stop play or not waiting to start play may result in a serious injury or loss of life. Referees are expected to act responsibly when dealing with such events during matches they are controlling.

If you can hear thunder, you can get hit by lightning. As soon as you hear thunder, quickly get to a safe location. More people are struck before and after a thunderstorm than during one. Stay inside for 30 minutes after the last rumble of thunder.

Follow Environment Canada's recommendations for adverse weather:

- Plan for a safe day, check the weather forecast first;
- Watch the skies for developing thunderstorms and listen for thunder;
- In the event of lightning or thunder:
 - Get to a safe place
 - Do not handle electrical equipment, telephones or plumbing
 - If caught outdoors far from shelter, stay away from tall objects
- When larger groups are involved, the time needed to properly evacuate an area increases. This consideration should be reflected in the distance at which lightning is considered a threat;
- Know where the closest "safe structure or location" is to the field or playing area and know how long it takes to get to that safe structure or location;
- If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by taller trees or a dry ditch. Minimize surface contact with the ground.

First aid for lightning victims

Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strikes.



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- Lightning victims do not carry an electrical charge and can be safely handled.
- Call for help. Victims may be suffering from burns or shock and should receive medical attention immediately. Call 9-1-1 or your local ambulance service.
- Give first aid. If breathing has stopped, administer cardio-pulmonary resuscitation (CPR). Use an automatic external defibrillator if one is available.



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7. Goal Post Safety

PACE Soccer is committed to using all equipment safely to promote the health and well-being of our members. In recognition that the misuse of goalposts can lead to serious injury to players, referees, and other users of the fields we play on, **PACE Soccer** adopts the BC Soccer guidelines on the safe use of goal posts to reduce the risk of toppling. Specifically:

- i. Goal posts and all equipment should be thoroughly inspected for any safety related concerns prior to each use.
- ii. For safety reasons, goalposts of any size (including those, which are portable and not installed permanently at a pitch or practice field) must always be positioned safely and, ideally be anchored securely to the ground.
 - a. It is essential that under no circumstances should children or adults be allowed to climb, swing on, or play with the structures of the goalposts.
 - b. Particular attention is drawn to the fact that if not properly assembled, positioned, and secured, portable goalposts may topple over.
 - c. Portable goalposts may be secured by the use of chain anchors or appropriate anchor weights to prevent them from toppling forward.
- iii. Portable goalposts should not be left in place after use. They should be dismantled and removed to a place of secure storage.
- iv. It is strongly recommended that nets should only be secured by plastic hooks or tape and not be metal cup hooks. Any metal cup hooks should, if possible, be removed and replaced. New goalposts should not be purchased, if they included metal cup hooks, which cannot be replaced.
- v. Goalposts, which are “home-made” or which have been altered from their original size or construction, should not be used.

8. Media Safety

PACE Soccer is dedicated to the safe and responsible use of photos. This includes, but is not limited to, publishing photos on the **PACE Soccer** website and utilizing photo, audio and/or video in **PACE Soccer** advertising.

It is assumed PACE members consent to this policy unless a signed copy of the **PACE Soccer** Media Policy opt-out release (Appendix B) is signed and provided to PACE.

9. Medical Policy



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PACE Soccer is committed to ensuring the safety of all players and volunteers.

All **PACE Soccer** players and volunteers will have a completed medical release on file. Further, all players and volunteers will complete a medical form (Appendix C) which will be present at the field during all practices and games.



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Appendix A: PACE Soccer Inc. Volunteer Criminal Record Check Requirement

Dear Volunteer,

Thank-you for volunteering with **PACE Soccer** Inc. to help provide soccer opportunities for the youth of the area. **PACE Soccer** Inc. is a non-profit organization that promotes and organizes soccer activities for all segments of our community on the Saanich Peninsula, including many groups otherwise underrepresented locally in organized soccer activities, and ages from under 6s up to adults. We currently have approximately XX members.

PACE Soccer Inc. includes many youth players, and your volunteer duties mean you are likely to interact with these individuals. As dictated by BC Soccer's Risk Management Rule 17¹ and Youth Safe Program²; and the **PACE Soccer** Inc. Risk Management Program, it is **mandatory** that all such PACE Soccer volunteers complete a **Criminal Record Check (CRC)**. **The CRC is one of the many ways we ensure the safety of our youth** players. If you have not completed a CRC in the last 36 months, and sent it to **PACE Soccer**, you will need to complete one now.

What You Have to Do

PACE Soccer has registered with the Criminal Records Review Program (CRRP) Applicant Based Online Service and agreed to the associated terms and conditions. This program facilitates the process of a CRC and sharing of completed CRCs.

1. Visit <https://justice.gov.bc.ca/eCRC/>
2. Read the information on the webpage
3. Enter the **PACE Soccer** access code in the entry box:
4. Type in the characters you see in the box (to confirm you are a human)
5. Click on "Request a New Criminal Record Check" button
6. Complete the online form and submit it

When the CRC process is complete, and if no issues were identified, the Club will receive a clearance letter and will provide you a copy of it. If the CRC identifies any 'flags' or 'may or may not exist' items, I will contact you informing you of the items identified and the next steps.

If you have any questions or concerns, please contact me at pacesoccer@hotmail.com

Harj Nandhra (Risk Management officer)

¹ <https://www.bcsoccer.net/Risk%20Management>

² https://www.bcsoccer.net/files/MemberService/RiskManagement/Youthsafe_June2011.pdf



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Appendix B: PACE Soccer Inc. Player Media Waiver

Media Waiver

I hereby grant **PACE Soccer** Inc. and their affiliates the right to use my player's, pictures and/or likeness in printed, broadcast, social media, and other material concerning the Programs provided such use is related to the player's status as a participant in **PACE Soccer's** Programs.

Media Images Opt-Out Release

Complete and return this form to PACE only if you do **NOT** give permission for your photo, audio, or video to appear in possible PACE FC publications and/or publicity, including the Club's website or social media.

This form must be accompanied by a current photo in order to be valid.

Please be advised that:

1. It is your responsibility to notify personnel taking pictures that you have signed the opt-out release.

Player name (printed)

Parent/Guardian name (printed)

Parent/Guardian signature



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Appendix C: Medical Waiver

Recognizing the possibility of physical injury associated with soccer and in consideration for **PACE Soccer Inc.** accepting and retaining the player for its soccer programs and/or other activities.

I hereby release, discharge and/or otherwise indemnify **PACE Soccer Inc.** its affiliated organizations and sponsors, their volunteers, and associated personnel, including the owner of fields and facilities utilized for the Programs against any claim by or on behalf of the registrant as a result of the registrant's participation in the Programs and/or being transported to or from the same, which transportation I hereby authorize.

I, the parent/guardian of the registered player, a minor, will agree to ensure the registered player has medical insurance and will maintain medical insurance throughout the program in which he/she is enrolled.

I, the parent/guardian of the registered player, a minor, agree that I and the player will abide by the rules and regulations of **PACE Soccer Inc.**

Soccer is a physical, contact, sport that involves the risk of injury. I assume all risks and hazards associated with my player's participation in the sport. My player is in proper physical condition to participate in soccer practices and games and have no illness, disease or existing injury or physical defect that would be aggravated by their participation. I will inform my coach or(and) club officials if this status changes.

Please be informed that a player cannot opt-out of this medical waiver. A request to opt-out is in its nature a decision to revoke the player's registration/eligibility to participate in any **PACE Soccer Inc.** program.

Player name (printed)

Parent/Guardian name (printed)

Parent/Guardian signature



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Appendix C (continued): Emergency Contact

Players Name: _____

Date of Birth: _____

BC Care Card #: _____

Emergency Contact #1

Name: _____

Phone number: _____

Emergency Contact #2

Name: _____

Phone number: _____

Family doctor:

Name: _____

Phone number: _____

Medications: _____

Allergies: _____

Additional medical information:

In the event my child requires immediate medical treatment, I hereby authorize the team officials to seek such treatment on my child's behalf

Signature of parent/guardian

Date