



Disclosure Statement Instructions

U.S. Soccer Federation Rule 4044 and US Youth Soccer Bylaw 214, Section 2 dated November 1994 have mandated implementation of a state-wide Risk Management Program. Part of this program requires that all individuals associated with Illinois Youth Soccer to be subjected to legally sensitive background checks before or during the individual's involvement with Illinois Youth Soccer. You must use an Illinois Youth Soccer Disclosure Statement for all officers, directors, volunteers, employees, coaches and program administrators who are involved with any sanctioned or sponsored program of Illinois Youth Soccer. Identify a Risk Management Coordinator (RMC) and an alternate for your organization. Follow the Illinois Youth Soccer Risk Management Policy procedures.

1. Follow procedures described in the Illinois Youth Soccer Risk Management Policy.
2. Do not send your Illinois Youth Soccer Disclosure Statements to Illinois Youth Soccer.
3. Select your own organization's Risk Management Coordinator (RMC) to whom the Disclosure Statements will be distributed and through whom this Policy will be implemented. This person must safeguard this information.
4. Make sure that your organization's directors, employees, coaches, volunteers, independent contractors and persons identified in IYSA Risk Management Policy's Statement of Position, paragraph 2, a thru f, have submitted a completed, endorsed Illinois Youth Soccer Disclosure Statement to your RMC.
5. Conduct a background search on every new affected person described in the IYSA Risk Management Policy's Statement of Position, paragraph 2 (a thru f), and an annual background search on one-third (1/3) of the organization's affected persons such that every affected person has had a background search in any three (3) year period.
6. The disclosure statements must be re-submitted for a background check annually.
7. Check with your community police to see if they offer background search services and follow their instructions. Some community police will do the police check as a courtesy.
8. If your community police do not provide this service, contact the State Police at 815/740-5160, the Department of Children & Family Services (DCFS) or companies such as backgroundsearch.com, Rapsheets (www.rapsheets.com) or Choice Point (www.volunteerselect.com or 770-752-3382) that conduct background searches.
9. If a person who has indicated "yes" to being convicted of a violent crime or a crime against a person and/or for whom the background search indicates negative information wants to remain in your programs, your organization's RMC must assemble an impartial committee to conduct a hearing with the individual to determine if this person should be excluded from participation in your programs.
10. If your organization's Risk Management Committee, after a fair hearing, has determined that the person should be excluded from your programs and the individual wants to remain in your programs, then and only then do you refer this case to your League's RMC. After a fair hearing with the League's RMC has determined that the person should be excluded from your programs and the individual wants to remain in your programs, then and only then does the League refer this case to the Illinois Youth Soccer RMC.
11. Once you have conducted the background checks, submit Organization Statement of Understanding & Agreement to your League who in turn will send a League certification to Illinois Youth Soccer. This agreement must be submitted annually by October 1st for the Fall season participants or May 15 for the Spring season participants to your league office or to the IYSA office if you are a league.
12. Ensure that the executed and signed Disclosure Statements are maintained in the strictest of confidence by your organization.
13. Contact the Illinois Youth Soccer office 847/290-1577 or info@illinoisyouthsoccer.org if you have any questions.