



RISK MANAGEMENT

ABOUT THE RISK MANAGEMENT DEPARTMENT

This Risk Management manual takes into consideration all aspects of protection to the members, employees, assets, integrity and brand. Every effort will be made to ensure a safe environment is established with the intent to eliminate any loss, damage or harm. Our eighth core value states:

Safety: *Our work place is safe. This includes the office, our travels, the fields and our bodies. Safety is not only physical safety from harm but safe from ridicule and attack. We are comforted and encouraged in the club. We portray self control and kindness in the work place to our staff, our colleagues and players. (125 113 - Rush Core Values.doc)*

The following contents will provide a framework to minimize or eliminate the potential for risk.

Rush Core Values and Mission

Please take into particular consideration of the Rush Core Values and the Rush Mission Statement. This is the cornerstone of the Rush and is at the root of all of its programs and services.

- 115 57 - MISSION STATEMENT.doc
- 125 113 - RUSH CORE VALUES.doc

Principals, Ethics & Etiquette

Sound principals, ethical application and instilled proper etiquette are essential in and around the work place. The Rush's work place can be defined not only in the staff office but in and around the fields, travel and anytime we interact with our membership. Several documents developed by the Rush provide for a solid base. The below list should be understood by the Rush BOD and Rush Staff and shared with membership when applicable and necessary.

- 105 29 - RUSH PRINCIPLES FOR GOOD GOVERNANCE & ETHICAL PRACTICE.doc
- 115 81 - RESOLVING COMPLAINTS.doc
- 300 09 - STANDARDS OF CONDUCT.doc

BOD

As a complimentary document of the Rush's By-Laws, the 105 03 - BOARD OF DIRECTORS.doc describes the responsibilities of the BOD.

Financial

A detailed description of the Rushes controls for finances is outlined in the 110 11 - INTERNAL CONTROLS POLICIES & PROCEDURES.doc. The Rush has an annual audit to assure proper G.A.A.P.'s are being adhered to. The audit will also allow you to obtain a *Positive Management Letter* which will look more favorably upon grant requests along with loan approvals. A copy of a Rush Management letter is found in 110 40 - Audit 01.10.07 Management Letter.pdf. The past years management letters can be found in the Financial Folders under Audits.



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Coaches

Coaches must be educated in the area of equipment and general safety practices.

- 140 17 - BACKGROUND CHECKS PROGRAM OVERVIEW.doc
- 500 22 - GOAL SAFETY.doc
- 140 13 - REDUCE THE RISK OF SEXUAL ABUSE AND THE EXPLOITATION OF CHILDREN
- 625 13 - LIGHTNING POLICIES.doc

I.P. & Programmatic Asset Protection

The following three (3) documents outline the “mark” or “brand” and attention to detail must be followed to protect the integrity of the Rush name.

- 115 11 - PROVISIONAL TRADEMARK LICENSE AGREEMENT.doc
- 115 12 - APPLICATION FOR TRADEMARK USAGE LICENSE.pdf
- 115 13 - RUSH SOCCER BRANDMARK USAGE GUIDELINES.pdf

Under the Operations Manual under folders, the Rush should file all contracts, lease agreements, purchase agreements, services agreements, loan agreements, Notes, etc. Hard copies of any signed legal documents should be kept safe in a hard file. In addition, all material developed, edited, revised by the employees should be backed up on the main server.

Communications

Proper and consistent communications is vital in any organization. The Rush has developed a methodology for communications both internally with its staff and externally with the membership and public. Unprofessional, unethical, disrespectful or harmful communication will not be tolerated. Some of the Rush communication documents are: 115 41 - COMMUNICATIONS.doc, 635 10 - WEBSITE FLOW CHART.doc, 635 15 - SUBMITTING WEB CONTENT.doc, 635 28 - WEB ASSIGNMENTS.doc

Employees & Human Resources

The Human Resources department for a medium size non-profit can be challenging and many times involve an employee who has several other duties outside the scope of traditional HR services. The documents listed here when applied will give the Rush a basic foundation for application. The documents 125 005 - ORIENTATION STAFF COPY.doc accompanied with 125 079 - ORIENTATION.doc outline a proper introduction to Rush Way and methodology. The orientation includes but not limited to the following documents:

- Position Description 125 007 (sample)
- 125 081 – EMPLOYMENT AGREEMENT; OR,
- 125 043 - OFFER LETTER.DOC or Independent Contractor
- 125 083 - FORM W-4.pdf
- 125 084 - FORM I-9.pdf
- 125 086 - LIST OF ACCEPTABLE DOCUMENTS.doc
- 125 096 - INSURANCE INFORMATION.doc

In the event an employee is not working to management’s satisfaction:

- 125 042 - EMPLOYEE TASK LIST.doc



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- 125 047 - PERFORMANCE EVALUATION PRESIDENT & C.E.O.doc
- 125 111 - EMPLOYEE ACTION PLAN FORM.doc
- 125 126 - SUB PAR EMPLOYEE PERFORMANCE.ppt

If an employee is leaving the Rush:

- 125 106 - EMPLOYEE EXIT PROCEDURES.doc
- 125 117 - LETTER OF RESIGNATION.doc

All of the employees should have read and understand the contents with in the 135 EMPLOYEE HANDBOOK. This is a helpful tool to apply a certain set of standards for a healthy workplace.

Competitive Branch

The Rush Competitive Branch can be one of the most scrutinized of all branches. Communication and attention provided to the membership is imperative. The 300 10 - RULES & REGULATIONS.doc describes operations. Staff, coaches and families should also be made aware of:

- 300 11 - PLAYER PARENT AGREEMENT.doc
- 140 10 - PLAYER'S CODE OF CONDUCT.doc
- 300 13 - CODE OF CONDUCT FOR TRAVEL.doc

Independent Contractors

Much controversy over the years illuminates around the topic of stipend coaches being independent contactors or employees. The Rush, according to the IRS guidelines and stipulations, contract their coaches and are therefore classified as independent contractors and paid by the team not the club. The following four (4) documents support this claim:

- 110 39 - INDEPENDANT CONTRACTOR GUIDELINES.doc
- 315 11 - COACHING AGREEMENT (SAMPLE).doc
- 315 10 - STIPEND GUIDELINES.doc
- 300 10 - RULES & REGULATIONS.doc (300 10.7.35)

Developmental

- Although the Rush Developmental Branch has a different philosophy than the competitive branch, certain standards and practice still apply. Coaches must also sign the 125 145 – EMPLOYMENT – VOLUNTEER DISCLOSURE STATEMENT.doc and understand the 400 10 - CODE OF CONDUCT AGREEMENT.doc

Nutrition

A dedicated portion of the 520 NUTRITION Manual provides nutritional advice and guidance. The Rush encourage good eating habits and emphasize the importance of a sound body.

Sports Medicine

The 625 SPORTS MEDICINE SERVICES manual has numerous documents for assistance to the physical well being. All members should be made aware of the



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mandatory insurance coverage policy provided 625 26 – EXPLANATION OF INSURANCE COVERAGE.doc.

For all teams traveling the following two forms should be completed and accompany the team and individual.

- 625 14 – MEDICAL RELEASE & CONSENT FORMS EXPLANATION.doc
- 625 25 – MEDICAL RELEASE & CONSENT FORMS.doc

Background Check

All employees, BOD's and volunteers working with children should have completed the 125 045 - EMPLOYMENT-VOLUNTEER DISCLOSURE STATEMENT.doc. Once these forms have been completed filled out, management must keep the original on file.

General

Some additional aids for Risk Management to apply to the operations of the Rush are:

- 610 03 – RESPONSIBLE FUNDRAISING.doc
- 140 15 – BEHAVIORS - HEALTHY & ABUSIVE.doc
- 140 11 - LAWSUIT.doc
- 140 22 – DIGITAL STANDARDS & PROTECTIONS.doc
- 140 20 – SOCIAL NETWORKING SAFETY TIPS.doc

The below link is a free service provided to aid player, parent and authority's in charge of youth.

<http://www.boystown.org/HowWeCanHelp/Pages/Materials.aspx>

Boys Town National Hotline

1-800-448-3000

hotline@boystown.org

www.boystown.org