

DUTIES OF THE RISK MANAGER

1. Distribute, collect, and review Disclosure Statements completed by applicants for VAA Volunteer positions.
2. Perform background checks on persons designated by the VAA Risk Management policies.
3. Report to the VAA President any and all convictions for crime(s) against persons, crime(s) of violence or the sale of illegal substances within the last fifteen (15) years by applicants for VAA Volunteer positions. A similar notification will also be sent to the youth sports organizations with which VAA shares a common boundary.
4. Notify each applicant or existing VAA Volunteer in writing of his/her rejection or expulsion as a result of conviction(s) for crime(s) against persons, crime(s) of violence or the sale of illegal substances. Notify the VAA President of the unacceptability of an applicant or member.
5. Receive all complaints of physical or sexual abuse of a VAA Participant by a VAA Volunteer. All such complaints shall be reported immediately to the VAA President, local child protection authorities and the VAA Participant's parent(s)/guardian(s).
6. Receive and investigate complaints of non-abuse violations of the VAA Participant/VAA Volunteer Protection Guidelines.
7. Compile a written report of each non-abuse violation investigated, including investigative steps taken, persons spoken to and findings regarding allegations. Provide such written report of findings to the Risk Management Committee, the complainant and the alleged offender.
8. Notify the complainant and the alleged offender of a meeting with the Risk Management Committee to review the findings and to determine sanctions, if any.
9. Maintain confidential files for storage of Disclosure Statements, background checks results, complaints, investigations, and disciplinary actions taken for 3 years.
10. Advise the VAA Board of Directors on modification and enforcement of Risk Management Policies and VAA Participant/VAA Volunteer Protection Guidelines.
11. Attend training on risk management issues.

12. Publish and distribute the Risk Management Policies and VAA Participant/VAA Volunteer Protection Guidelines and serve as a resource for VAA members with questions regarding those policies and guidelines.

13. Share information, publications, materials, ideas, and forms with the VAA Board of Directors related to risk management.