



National Volunteer Screening Program Soccer Association for Youth, U.S.A.



Memorandum

Thomas Tonn
SAY Volunteer Screening Committee Chair
August 1, 2005

NOTICE TO AREAS

On January 1, 2003, SAY implemented its National Volunteer Screening Program (NVSP). The NVSP, while applicable to all areas and districts, is designed to be administered at the area level. It is therefore the responsibility of each area to ensure that they and their respective districts are in compliance with this program.

PROGRAM GOALS

- *Protection of players – primary concern*
- *Protection and well being of volunteers*
- *Protection of Areas and National organization*

COMPLIANCE REQUIREMENTS

While many areas are structured with a number of smaller districts, it is the area's responsibility for the implementation and administration of the NVSP.

Some key components of the NVSP that the Area is responsible for are:

- Any individual who is in a position within the area, district, league, or team, that places them in contact with youth in the course of any sanctioned event (practice, game, etc.) must complete a SAY Volunteer Application listing all required information. This includes, but is not limited to, Area/District board members, coaches, volunteers, etc.
- Areas **MUST** identify their Area Volunteer Administrator (AVA). The AVA serves as the key contact for the SAY National office and all correspondence will be sent to their attention. The AVA is the **ONLY** person with whom the National Office will discuss any proprietary information concerning a volunteer application. In the event an area does not identify a specific AVA, the area president will be treated as the AVA by the National office.
- Areas **MUST** identify the local investigative agency that the National office should contact when screening a volunteer applicant, to include mailing address, phone number and, if possible, a point of contact. All charges that may be issued by the investigative agency are the responsibility of the area.
- Areas desiring to use a program other than the NVSP **MUST** identify that program in writing to the National office, to the attention of Sheila Shay. The area will provide an

outline of how the program works and the National office will, if approved, issue a written variance to the area.

- Areas **MUST** be familiar with the requirements of their particular state in regards to the screening of volunteers as they relate to participating with youth. When the National office learns of requirements for a given state, they will advise areas within that state of the requirements.
- Areas **MUST** affirm, in writing, to the National office each year that they have in force an approved volunteer screening program for the entire area. This is done through the issuance of an “affidavit” type signature form that is sent to the area presidents with their AGM ballots. Signing this form signifies that the NVSP standard (or higher) was implemented in the area for the given year.
- The District President or an appointed individual, will serve as the District’s Volunteer Administrator (DVA). This individual is responsible for providing SAY volunteer applications to any person interested in or currently performing volunteer functions for SAY.
- The DVA **MUST** forward any volunteer application with a Yes response to the personal history section of the SAY Volunteer Application form to the AVA. The AVA, in turn, forwards the application to the National office to the attention of Shelia Shay.
- Districts **MUST** retain on file for no less than two years, a copy of all Volunteer Applications for their district. Areas **MUST** retain on file for no less than two years, a copy of any Volunteer Application for their area containing a *Yes* response to the personal history section.

FOUR-STEP PROGRAM

The four-steps of the SAY National Volunteer Screening Program are:

1. Implementation of the “**Times Two**” program as outlined on the SAY website.
2. Completion of a SAY Volunteer Application form by required individuals.
3. Proper processing at the Area and National levels of any application with a **Yes** response to the personal history section of the SAY Volunteer Application form.
4. Review of the final report with the AVA and implementation of appropriate action.

Any Area desiring to implement their own volunteer screening program must, at a minimum, meet the requirements defined under the SAY NVSP to be considered for a variance by the National office.

SUMMARY

The SAY National Volunteer Screening Program was adopted by SAY as a means by which to help ensure the safety and well being of the youth who participate in, and the adults who help with providing quality recreational soccer. Proper implementation and administration by the Area is essential for this program to work. Liability issues aside, it only makes sense that we take

every precaution and avenue available to us to provide for a safe and secure environment in which our children can enjoy the sport of soccer.

Inquiries into the SAY National Volunteer Screening Program can be directed to:

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sshay@saysoccer.org

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Sincerely;

Tom

Tom Tonn
SAY Volunteer Screening Committee Chair