

# Wayzata Soccer Club

## Risk Management Program

### **What to do if you witness or are otherwise made aware of an at-risk situation.**

#### **If it is an emergency situation requiring immediate attention:**

1. Dial 911 – The police have resources trained to deal with these situations.
2. If you are not the parent of the player involved, contact the parent or guardian as soon as possible.
3. Inform the WSC Risk Management Coordinator (Scott Grinde) by leaving a message requesting a return call at 763-550-1217.

The WSC Risk Management Coordinator will work with the manager, parents and the police to ensure that appropriate actions are taken and the incident will be reported to the MYSA.

#### **If it is not an emergency:**

1. If you are not the parent of the player involved, contact the parent or guardian as soon as possible.
2. Work with the parent or guardian to determine the seriousness of the situation and report the incident to police by dialing 911 if appropriate.
3. Inform the WSC Risk Management Coordinator by leaving a message requesting a return call at 763-550-1217.

The WSC Risk Management Coordinator will work with the parents and other parties involved to ensure that appropriate actions are taken and the incident will be reported to the MYSA.

## **What To Do After the Situation is Controlled?**

(Follow up by Manager)

Information gathering now becomes the most important part of your responsibility. As the incident proceeds through the MYSAs complaint processes the detailed information you collect in the first 24 hours after the incident will be critical. It is very important to gather as much information as possible and as quickly as possible because memories fade fast and as people see the seriousness of the situation their cooperation may wane. **This must be done if our club member is the victim or the perpetrator.**

- **First - you will need to collect the basic information regarding the incident.**
  - a) Date
  - b) Time
  - c) Location
  - d) Teams involved
  - e) Team officials present, addresses, and phone numbers (i.e. managers, coaches or other officials)
  - f) Name, addresses, phone numbers for all individuals involved in the incident (Both victim(s) and perpetrator(s))
  - g) Name, addresses, phone numbers for referees who were officiating the game
  
- **Second - statements should be taken from all parties.** Statements should include all the details regarding the period prior to the incident, during and after.
  - a) Manager statement – As complete as you can make it. Include all information you have collected.
  - b) Statement from the victim(s) or if the perpetrator(s) is from our club then from them.
  - c) A statement from all other club officials present including coaches etc.
  - d) Statements from all identified witnesses.

The incident must be reported to the club Risk Manager as soon as possible. The current Risk Manager is Scott Grinde 763-550-1217. The collected information should be forwarded to the Risk Manager as soon as possible.