

To: All Club Coordinators

From: Ellen Lefebvre – Vermont Soccer Association Risk Management Coordinator

One of the bylaws of US Youth Soccer establishes the Risk Management Committee at the youth level. US Youth Soccer adopted the Kidsafe program in order to exclude from participation in its activities all persons who have been convicted of felonies, crimes of violence or crimes against such persons.

To this end, Vermont Soccer Association (VSA) is requiring that all persons, including, but not limited to, coaches, assistant coaches, managers, administrators, parent volunteers, complete a release form in order for VSA to conduct background checks on all volunteers within VSA. The background checks are conducted by the Vermont Crime Information Center (VCIC). This information will be kept *strictly confidential*.

Enclosed is a blank background information form. Please photocopy this form as necessary. **PLEASE NOTE THAT THE FORM MUST BE NOTARIZED**. The applicant must provide two pieces of information, one of which is a government issued photo ID. Please refer to the enclosed “SAMPLE” form to guide you through the correct way the form is to be filled out.

All release forms and background check information on every applicant will be kept in a locked file at Vermont Soccer Association.

If you or any of your volunteers have any questions regarding this procedure, please feel free to contact the VSA office at (802) 859-9601. Information on the background check may also be obtained at the VCIC website at www.dps.state.vt.us/cjs/vulnerable_fact.html.

Thank you for your cooperation.

Some frequently asked questions and answers are listed below:

- Will every form be submitted to the State of Vermont for screening?
 - Yes
- What will happen to the forms once they are screened?
 - All applicable forms will be safeguarded in a locked file except when in use by the State Risk Management Coordinator appeals panel.
- Do we have to use the State of Vermont form?
 - Yes. Vermont State law requires that the Vermont Criminal Information Center form be used.
- Where can I find a copy of the State of Vermont background check information?
 - Please refer to the State of Vermont’s website at: <http://www.dps.state.vt.us/cjs/recordcheck7.html>
- Will I have to fill out a form every year?
 - Yes. Vermont Soccer Association’s Risk Management Policy dictates that everyone will fill out a form every year.
- Where can I obtain a copy of Vermont Soccer Association’s Risk Management Policy?
 - A copy of the policy will be sent to every club and will also be available on our website.