

# Risk Management Process for 2008 Season

Last revised July 9, 2008

“Risk Management” refers to the fingerprinting and background check process that every coach, assistant coach, team manager, league administrator, SBSC board member, and anyone else serving in an official capacity **MUST** complete to ensure the safety of our players. **Coaches must complete this process, and Cal South must have received results, before the coach can begin practices.** Cal South works with facilities offering Live Scan digital finger print scanning.

Live Scan digital submissions provide the quickest way to submit and process background checks through the Department of Justice. They also provide for seamless integration into the California DOJ subsequent arrest notification program, providing the following benefits:

- Administrators, coaches, etc. only have to be fingerprinted once for the lifetime of their involvement in Cal South Soccer.
- Through the California DOJ subsequent arrest notification program, Cal South has the ability to screen subsequent arrest activity & make decisions towards protecting the best interests of its 206 Member Leagues.

This document summarizes the process and provides key information on the Risk Management program.

The information in this document is based on information provided by Cal South as of July 9, 2008, posted on their web site at the URL:

[http://www.calsouth.com/soccer\\_riskmanagement.htm](http://www.calsouth.com/soccer_riskmanagement.htm)

To read Cal South’s full Risk Management Policy, please visit the following URL:

<http://www.calsouth.com/downloads/Rule%20and%20Regulations%205-10-06.pdf>

Click on the “Rules and Regulations” link and save or open the PDF version of the document. Section 6 of the document describes the entire Risk Management policy.

## Who needs to complete Risk Management?

Section 6.3.1.2.1. of the Cal South Risk Management Policy defines Program Administrators as: State Board, education staff, Olympic Development Program coaches, and scouts, district, league and club officers, and program directors, team managers, athletic trainers, coaches, assistant coaches and substitute coaches, and anyone else who has an official capacity in the soccer program. **The SBSC requires that people in the following roles have undergone Risk Management:**

- SBSC Board members
- Coaches
- Assistant Coaches
- Team Managers (team *parents* do NOT need to complete Risk Management; typically only competitive teams have an official Team Manager)

## What if I have previously undergone Risk Management under the old ink card process?

- Anyone who went through the Risk Management process anytime in 2004 is fine and does NOT need to repeat Risk Management.
- Anyone who last went through the Risk Management process during March through December 2003 does NOT need to repeat Risk Management.

- Anyone who last went through the Risk Management process prior to March 2003 MUST repeat the Risk Management process.

### **What if I completed the Live Scan process during a prior season?**

You do NOT need to repeat the process – at this time there is no expiration to the Live Scan process.

If you are uncertain whether your Risk Management is current, please contact the SBSC League Registrar. Contact information for the current SBSC League Registrar is available at [www.solanabeachsoccerclub.com](http://www.solanabeachsoccerclub.com).

### **What is the fastest way to complete the Live Scan process?**

Many locations for completing a Live Scan are available in San Diego County. The information below provides information on the UCSD/La Jolla location (additional sites are located in Encinitas, Carlsbad, Oceanside, San Marcos, Rancho Bernardo, Escondido, San Diego, so chances are good there is a location close to your home or work; visit this link for a complete list of sites: <http://ag.ca.gov/fingerprints/publications/contact.htm>, which are listed by county).

1. Contact the UCSD Police Department to schedule an appointment:  
LSID B67  
UC San Diego Police Dept.  
9500 Gilman Drive (0017)  
La Jolla, CA 92093  
Contact: (858) 534-4361
2. Set an appointment to go in and get the Live Scan performed. Scans are performed by APPOINTMENT ONLY. Hours are Monday through Friday 9 AM to 3 PM
3. Take your photo ID. THIS IS CRITICAL – **YOU MUST HAVE A PHOTO ID**
4. Either print the Live Scan form from the Cal South site at <http://www.calsouth.com/downloads/Request%20for%20Live%20Scan%20Form.pdf> as it contains the information required to get the results to Cal South, complete, and make 3 copies if you can, or bring the following information:  
**ORI: A2094**  
**Agency Authorized to Receive Criminal History Information: Cal South**  
**Address: 1029 S. Placentia, Fullerton, CA 92831**  
**Mail Code: 09380**  
**Contact Name and Number: Lisa Wolfs, 714-451-1518**
5. Take cash or a check book – cost is \$20.00 (you can submit a request for reimbursement to the SBSC Registrar if you would like to be reimbursed for the cost)
6. When you are done, they will send you home with two copies of the form with the bottom section completed.
7. Fax a copy to the attention of Lisa Wolfs, Cal South Risk Management, at 714-441-0715.
8. Retain both copies for your records in the event there is any problem with Cal South getting the final information from the Live Scan center.

### **Who do I call for more information?**

Please call the SBSC Registrar for more information on the Risk Management process.