

Memorandum

Date: September 15, 2008
To: State Presidents and State Offices
From: Jim Cosgrove, Executive Director
Re: Disciplinary Action and Risk Management Report

As we continue to streamline our procedures and make the Disciplinary Action and Risk Management Report (DAR) an effective and efficient tool for the membership, it has come to our attention that social security privacy concerns about information being used to track individuals participating in US Youth Soccer programs are increasing. To maintain organizational respect for an individual's protected information while ensuring that critical information is shared to protect the rights of our players to a safe environment, the DAR Form completed by each State Association and the DAR distributed by US Youth Soccer will no longer contain any reference to an individual's social security number. US Youth Soccer will continue to maintain any personal data provided in a safe and confidential manner and protect it against unauthorized and inappropriate access. Attached is a revised DAR Form to be completed by State Associations with revised features:

- The information columns in the Form have been changed as follows: The partial social security number column has been deleted and replaced with a "Phone Nos." column and an "Address" column.
- The space within each line for each column has been doubled in width. As a result, **ADDITIONS** and **DELETIONS** will be completed on the front side of the Form and **CORRECTIONS AND CHANGES** will be completed on the reverse side of the Form.
- The DAR will be distributed to the membership as in the past and we will respond to any official State Association request seeking to clarify the identity of an individual for potential participation.

All other reporting conditions remain the same, **except note the changed email address for submission of completed forms:**

- All information provided is to include only discipline of three months or more or termination of membership or ban on membership.
- The deadline date for submitting additions to the DAR and deletions, changes, and corrections to disciplinary and risk management actions previously reported is physical receipt in the National Office by the last business day of each month.
- An updated DAR will be published by US Youth Soccer by the 12th day of each month.
- Completed forms can be submitted to the National Office via the US Postal Service, facsimile (972) 334-9960, or emailed to jwiser@usyouthsoccer.org.
- Information included in any form physically received after the deadline for one month will be included in the DAR published the month following the date the form is physically received.
- Copies of the form are available at www.usyouthsoccer.org.
- If necessary, multiple forms may be used to make a submission.

Please forward this information to the appropriate individuals that are involved with the disciplinary and risk management procedures in your State Association.

If you have any questions or suggestions, please let us know.