

Bradford Soccer Club
Home of the Eagles
Club Policies and Procedures:
Policy: Volunteer & Staff Screening Protocol



<p>Definitions:</p>	<p>The following terms have these meanings in this Policy:</p> <ul style="list-style-type: none"> a) "Organization" – Bradford Soccer Club (BSC) b) "Police Record Check" – A search of the RCMP criminal records database to determine whether the individual has a criminal record (PRC) c) "Vulnerable Sector Check" – A secondary part of the Police Record Check, for individuals who are volunteering in a vulnerable sector (such as with minor athletes or with persons with a disability), which also searches for the existence of any pardoned sex offenses and/or charges (VS)
<p>Purpose:</p>	<p>BSC understands that screening personnel and volunteers is a vital part of providing a safe sporting environment. BSC is responsible, by law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities, and events. The purpose of screening is to identify individuals involved with BSC activities who may pose a risk to BSC and its participants.</p>
<p>Application of this Policy :</p>	<p>This Policy applies to all individuals whose position with the BSC is one of trust or authority which may relate to, at a minimum, finances, supervision, young people, or people with a disability.</p> <p>Not all individuals associated with the BSC will be required to undergo screening through a PRC-VS and a Screening Disclosure Form because not all positions pose a risk of</p>

	<p>harm to the BSC or to its participants. BSC will determine which Positions will be subject to screening using the following guidelines (variations from the guidelines are at the sole discretion of the Organization):</p> <p><u>Low Risk</u>- Individuals involved in low risk assignments that are not in a supervisory role, not directing others, not involved with financial/cash management, and/or do not have access to minors or people with a disability. Examples:</p> <ul style="list-style-type: none"> a) Parents, youth, or volunteers who are helping out on a non-regular informal basis <p><u>High Risk</u>- Individuals involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with financial/cash management, and who have access to minors or people with a disability. Examples:</p> <ul style="list-style-type: none"> a) Full time coaches b) Coaches who travel with athletes c) Coaches who could be alone with athletes <p>Risk levels will be identified on each Job Description</p>
<p>Policy:</p>	<p>It is the BSC's policy that:</p> <ul style="list-style-type: none"> a) Low Level Risk Individuals will: <ul style="list-style-type: none"> i. Complete a Screening Disclosure Form ii. Complete an Application Form indicating that the individual has read and understands the BSC's policies and procedures iii. Participate in orientation as determined by the BSC b) High Level Risk Individuals will: <ul style="list-style-type: none"> i. Complete and provide a PRC-VS ii. Complete a Screening Disclosure Form iii. Complete an Application Form indicating that the individual has read and understands the BSC's policies and procedures iv. Provide one letter of reference related to the position sought v. Participate in orientation as determined by the BSC vi. Provide a driver's abstract, if requested

	<p>Failure to participate in the screening process as outlined in this policy will result in the individual's ineligibility for the position sought.</p> <p>When the Screening Committee is of the opinion that, notwithstanding a conviction, a person can occupy a position within the BSC without adversely affecting the safety of the BSC, any individual, athlete or member of the BSC through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve an individuals' participation.</p> <p>If an individual subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to the BSC.</p> <p>If an individual provides falsified or misleading information, the individual will immediately be removed from their BSC position and may be subject to further discipline.</p>
<p>Screening Committee:</p>	<p>The implementation of this policy is the responsibility of the BSC Screening Committee which is a committee of three (3) to five (5) members appointed by the BSC Board of Directors. The BSC will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess PRC-VSs and the Screening Disclosure Form and render decisions under this Policy. Quorum for the Screening Committee will be three members.</p> <p>The BSC may remove any member of the Screening Committee. When a position on the Screening Committee becomes vacant, either because a member has been removed or because a member has resigned, the BSC will appoint a replacement member.</p> <p>The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the BSC's Board of Directors.</p> <p>The Screening Committee is responsible for reviewing all</p>

	<p>PRC-Vs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions within BSC. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.</p>
<p>How to Obtain a Police Record Check or Vulnerable Sector Check (PRC-VS):</p>	<p>The club administrator receives the completed Coach Application, or name of new volunteer (example: Board of Director member) and provides the applicant a South Simcoe Police Request for Vulnerable Screening Check (completed by Bradford Soccer Club).</p> <p>The applicant submits the request to the South Simcoe Police Department (81 Melbourne Drive, Bradford) or (2137 Innisfil Beach Road)</p> <p>Every applicant is required to submit their form in person and provide two (2) pieces of Government issued identification, one with a photo. A visual identification of each applicant will be carried out. (A Health Card and SIN # are not accepted as valid ID)</p> <p>Fingerprinting may be required if there is a positive match with the individual's gender and birth date.</p> <p>If the applicant resides outside of the South Simcoe Police area, they will need to obtain their own Police Reference Check (from their area police) and submit to their area police once stamped by the Bradford Soccer Club.</p> <p>The applicant is responsible for the cost of the screening. Volunteer cost paid to South Simcoe Police is \$15.00.</p> <p>Processing time will take approximately four to six weeks. South Simcoe Police will contact the applicant when the response is ready to be picked up.</p>
<p>Procedure:</p>	<p>The Screening requirements defined in this policy will be submitted to the BSC's head office in an envelope marked "Confidential":</p> <p style="text-align: center;">31 Frederick Street</p>

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Individuals who do not undertake the screening requirements required by this policy will receive a notice to that effect and will be informed that their application and/or position will not proceed until such time as the screening requirements are followed.

The Screening Committee will review all submitted documents and determine if the individual has committed a relevant offense.

Subsequent to its' review, the Screening Committee, by majority vote, will:

- a) Approve an individual's participation; or
- b) Deny an individual's participation; or
- c) Approve an individual's participation subject to terms and conditions as the Screening Committee deems appropriate.

If an individual's documents do not reveal a relevant offense, the Screening Committee will advise the appropriate person that the individual is eligible. If an individual's documents reveal a relevant offense, the Screening Committee will render its decision and provide notice of its decision in to the appropriate person. After providing notice, the Screening Committee will return or destroy the PRC-VSs.

Decisions of the Screening Committee may not be appealed or may be appealed in accordance with the organizations appeal policy.

PRC-VSs are valid for a period of three years and Screening Disclosure Forms must be completed on an annual basis. However, the Screening Committee may request that an individual provide a PRC-VS or a Screening Disclosure Form for review and consideration at any time. Such request will be in writing and reasons will be provided for such a request.

<p>Relevant Offenses:</p>	<p>Provided a pardon has not been granted, the following examples are considered to be relevant offenses:</p> <ul style="list-style-type: none"> a) If imposed in the last five years: <ul style="list-style-type: none"> i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving ii. Any offense for trafficking and/or possession of drugs and/or narcotics iii. Any offense involving conduct against public morals b) If imposed in the last ten years: <ul style="list-style-type: none"> i. Any crime of violence including but not limited to, all forms of assault ii. Any offense involving a minor or minors c) If imposed at any time: <ul style="list-style-type: none"> i. Any offense involving the possession, distribution, or sale of any child-related pornography ii. Any sexual offense iii. Any offense involving theft or fraud
<p>Records:</p>	<p>All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.</p>
<p>Criminal Convictions</p>	<p>An individual's charge or conviction for any of the following <i>Criminal Code</i> offenses may result in expulsion from BSC and/or removal from the BSC designated position(s), competitions, programs, activities and events upon the sole discretion of the BSC:</p> <ul style="list-style-type: none"> a) Any offense of physical or psychological violence b) Any crime of violence including but not limited to, all forms of assault c) Any offense involving trafficking of illegal drugs d) Any offense involving the possession, distribution, or sale of any child-related pornography e) Any sexual offense f) Any offense involving theft or fraud
<p>Authority:</p>	<p>A vulnerable sector check is an enhanced criminal record check. This type of record check was created in 2000 to protect children and vulnerable persons and is governed by section 6.3(3) of the Criminal Records Act. Policies and</p>

	procedures related to vulnerable sector checks can be found in the <u>Dissemination of Criminal Record Information policy</u> and the <i>Ministerial Directive Concerning the Release of Criminal Record Information by the Royal Canadian Mounted Police</i> .
Endorsed by:	Ontario Soccer Screening Handbook
Approved by:	Bradford Soccer Club, Board of Directors
Date Approved:	April 2016
Reviewed:	March 2018