

# Scugog Soccer Association

P.O Box 585, Port Perry ON L9L 1A5

905.985.7553 | info@scugogsoccer.ca | www.scugogsoccer.ca

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## Volunteer Screening Policy

Scugog Soccer Association accepts its responsibility to children, young adults, parents, volunteers and staff involved in its programs and is committed to ensuring adherence to the following policy to support the provision of sound, safe, and healthy soccer experience in our community.

Scugog Soccer Association supports and complies with the Volunteer Screening Guidelines of our governing bodies – Durham Region Soccer Association and Ontario Soccer.

Due to the positions of trust that are inherent in the provision of active, high quality soccer activities, volunteers and employees assigned certain duties by the Club shall be required to undergo a screening process. Volunteering teachers and police officers or other individuals previously screened for employment purposes are not exempt from completion of the SSA screening process. The following policy has been implemented by Scugog Soccer Association and will be adhered to by all members/team officials/employees, working with youth registrants and/or individuals deemed to be vulnerable, herein regarded as Officials.

All volunteers/employees will be required to participate in an orientation that will introduce duties, screening and evaluation processes, Club policies, and expectation. The screening policy will be accessible to the Membership via the Club website and a Club representative will be the designated contact to address any experience that is thought to contravene the Club policy.

### Definitions

The following terms have these meanings in this Policy:

‘SSA’ – Scugog Soccer Association

‘Police Records Check’ – A search of the RCMP criminal records database to determine whether an individual has a criminal record (PRC)

‘Vulnerable Sector Check’ – A secondary part of a 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)

### Application

This policy applies to all individuals whose position with SSA is one of trust or authority which may relate to, at a minimum, finances, supervision, young people, or persons with a disability. Not all individuals associated with SSA will be required to undergo screening though a Police Records Check, Vulnerable Sector Check or a Screening Disclosure Form because not all positions pose a risk of harm to SSA or to its members. SSA will determine which individuals will be subject to which level of screening based on the guidelines below, however, variations from the guidelines are at the sole discretion of SSA.

#### High Risk

- President

- Vice President of Operations
- Vice President of Programs
- Treasurer
- Secretary
- Head/Master Coach
- Head Referee
- Administrative Staff
- All Star or Competitive Team Officials

#### Low Risk

- Board Members
- Recreational Team Officials
- North Durham Soccer Interlock (NDSI) Team Officials
- All referees aged 16 and older by April 1 of the current year

#### Procedures

It is SSA's policy that individuals will submit to/complete the following screening requirements annually unless otherwise stated below.

#### High Risk Screening Measures

- Application Form
- Screening Disclosure Form
- Interview by Selection Committee
- Reference Checks Completed \*verified upon initial application and subsequently at the discretion of the Screening Officers\*
- Police Records & Vulnerable Sector Check

Those officials who remain with SSA for consecutive seasons after the initial screening shall submit a Police Records Check prior to a fourth consecutive year with the Club in a high risk position.

#### Low Risk Screening Measures

- Application Form
- Screening Disclosure Form
- Informal Interview by a Screening Officer

Those officials who remain with SSA for consecutive seasons after the initial screening still must submit an Application Form and Screening Disclosure Form annually however interviews with Screening Officers will be held at the discretion of the Screening Officers.

Failure to participate in the screening process as outlined in this policy will result in the individual's ineligibility for the position sought.

When the Screening Officers are of the opinion that, notwithstanding a conviction, a person can occupy a position within SSA without adversely affecting the safety of SSA, any individual, athlete or member of SSA through the imposition of such terms and conditions as are deemed appropriate, the Screening Officers may approve an individual's participation. If an individual subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance

immediately to SSA. If an individual provides falsified or misleading information, the individual will be immediately removed from their SSA position and may be subject to further discipline.

### **Volunteer Screening Officers**

SSA shall seek to bi-annually appoint a minimum of two Screening Officers, including at least one male and one female, to collect appropriate documentation from volunteers requiring screening, and execute the procedure necessary to complete the screening process.

The Screening Officers will carry out duties, in accordance with the terms of this policy, independent of the Organization's Board of Directors.

Screening Officers will be trained by a qualified Ontario Soccer- trained Risk Management Education and will have signed an Oath of Confidentiality.

The Screening Officers are responsible for reviewing all PRC-VSs, Screening Disclosure Forms and other required screening documents, and based on such reviews, making decisions regarding the appropriateness of individuals filling position within SSA. Subsequent to review of screening documentation, the Screening Officers may; approve participation, deny participation or approve participation subject to terms and conditions as the Screening Officers deem appropriate.

### **Police Records Check**

High Risk Volunteer Applicants will be required to produce an appropriately dated PRC-VS based on the requirements listed above. The Screening Officers will review PRC-VSs for relevant or other offenses. The Police Records Check is considered stale after nine months from date of application under SSA Policy.

SSA will not retain PRCs. Upon review of a PRC, an Applicant Declaration and Review Form will be completed and signed by the applicant and the screening officer for record keeping purposes. If there is an interruption in the volunteer's service to the Club, then a new PRC will be obtained upon high risk re-entry no matter the time absent.

PRC-VSs are valid for a period of three years and Screening Disclosure Forms must be completed on an annual basis. However, the Screening Officers 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 must be provided.

An applicant whose PRC reveals an offence outside of the acceptable behaviours or police contact will be given the opportunity to discuss the information revealed in their PRC with the Club's designated individuals (Club President and/or Screening Officers).

Consideration will be given to the following;

- The Nature of the offense
- Relevance to the position
- Efforts made at rehabilitation
- Achievements of the application since receiving the conviction
- The character and degree of vulnerability of the membership group served and SSA's duty of care to the participants, the staff and the community
- The potential risks involved in the position the individual is applying for, based on the membership group being served, the nature of the position and its activities, the setting in which it takes place and the way in which it is supervise.

Whether or not the applicant is accepted into the Club, both the decision and the discussion will be documented, and the PRC returned to the applicant. If an applicant is not accepted because of information received from the PRC, the applicant should be told why and the information is returned to the applicant.

#### Relevant Offenses

Provided a pardon has not been granted, the following examples are considered to be relevant offenses.

If imposed in the last five years:

1. Any offense involving the use of a motor vehicle, including but not limited to impaired driving
2. Any offense for trafficking and/or possession of drugs and/or narcotics
3. Any offense involving conduct against public morals

If imposed in the last ten years:

1. Any crime of violence including but not limited to, all forms of assault
2. Any offense involving a minor or minors

If imposed at any time:

1. Any offense involving possession, distribution, or sale of any child-related pornography
2. Any sexual offense
3. Any offense involving theft or fraud

#### Criminal Convictions

An individual's charge or conviction for any of the following Criminal Code offenses may result in removal from SSA positions, competitions, programs, activities and events upon the sole discretion of SSA:

1. Any offense of physical or psychological violence
2. Any crime of violence including but not limited to, all forms of assault
3. Any offense involving trafficking of illegal drugs
4. Any offense involving the possession, distribution, or sale of any child-related pornography
5. Any sexual offense
6. Any offense involving theft or fraud

#### Confidential Information

Confidential Information, including Screening Measures, will be held in locked storage for safeguarding and is only accessible to office staff and the Screening Officers. Confidential Information will be retained only as long as is reasonable to fulfill the purpose for which it was collected, or for legal or business purposes.

The Club will take all reasonable steps to protect the confidentiality of personal information. The information received through the screening process will only be used to determine if an applicant is suitable for a specific position. Only the Screening Officers are permitted to review personal information, including the PRC. An exception may be made in the case of an applicant appeal, whereby a review may be conducted by the Board of Directors and Executive Committee.

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