

STSC-13 SCREENING POLICY

Effective Date: November 18, 2019

Revision Date:



Due to the Positions of Trust that are inherent in the provision and delivery of the Programs by the Club, all Volunteers and Employees shall be required to participate in the Screening Process.

Definitions

Club – The St Thomas Soccer Club, as represented by its duly elected Board of Directors

Program – a service or activity, both indoor and outdoor, offered by the Club to its Members

Member – as defined in the Club’s By-Laws

Volunteer - an individual who is registered with the Club to undertake the provision and delivery of a Program for the benefit of the Members of the Club and has no binding contract and/or payment agreement with the Club. This includes members of the Board of Directors.

Employee (or Worker) shall mean a person who:

- a) Performs work and/or services for an employer for wages; and
- b) Works for regular pay, with income taxes, unemployment insurance premiums and government pension plan contributions withheld by the employer; and
- c) May have a job description; participate in the employer’s benefits and private pension program; or a written employment agreement with the employer; and
- d) Provides tasks which are integral to the day-to-day business of the employer; and is issued a T4 slip from the employer.

Screening Officer - a Volunteer or Employee approved by the Club who has taken the appropriate training and has been registered with EMSA to perform the Screening Process.

Duty of Care – is a legal principal that identifies the obligations of individuals and organizations to take reasonable measures to care for and protect their Members. It is important to understand that Canadian courts will uphold organizations’ responsibilities to carefully screen Volunteers and Employees. This is part of their “Duty of Care”.

Vulnerable person - is a Member who has difficulty protecting him from harm, temporarily or permanently, and is at risk because of age or being physically or mentally challenged.

Position of Trust - Within the Club, all Employees and Volunteers are considered to be in a Position of Trust, and can include any or all of the following situations:

- a. where someone has a significant degree of:
 - i) Authority or decision-making power over another
 - ii) Unsupervised access to another person and/or his or her property
- b. where the success of the Program depends on the development of a close, personal relationship between a Member and an Employee or Volunteer.

Orientation - Providing information to a Volunteer or Employee about the program they will be involved in, including rules and regulations and the code of conduct.

Senior – Players over the age of 18 as of Jan 1st of the current year.

Team Official – Any coach, assistant coach, manager, or assistant manager that will be affiliated with the team and eligible to be with the players in the technical area.

Training - a learning process, where the Volunteer or Employee is taught specific skills and expectations, which will assist them in providing and delivering the appropriate Program.

Youth – Players under the age of 18 as of Jan 1st

Purpose

The intention of this Screening Policy is to provide a safe environment for the provision and delivery of the Club's programs with minimal liability risk to the Club and those Volunteers and Employees in a Position of Trust. The Club accepts its responsibility to ensure adherences to the following Screening Policy for all its Volunteers and Employees involved in the provision and delivery of its Programs to its Members.

Scope

Screening is an ongoing process designed to:

- Identify any Volunteer or Employee who
 - Has applied to take up a Position of Trust
 - Provides and delivers a Program for the Club
 - Comes into contact with a Member of the Club
- Isolate and reduce the risks to the Club related to the activities of each Position of Trust.

The Club, through its Screening Policy, is responsible for ensuring that the most suitable applicant is approved for a Position of Trust. The Club is also obliged to take all the measures that are necessary to ensure the protection of its Members, Volunteers and Employees, and in particular any Vulnerable Person. This responsibility is not only both moral and legal, but it is mandated because of the Duty of Care principle.

The Club cannot unduly discriminate against an applicant for a Position of Trust; however, the Club has the right and the obligation to refuse potential applicants, based on the information gathered through the Screening Process. The applicant has the right to know why he or she is being refused and may appeal in writing to the Club.

Education of approved applicants in Positions of Trust with regard to potential risks is ongoing; especially with regard to abuse and harassment. Factors that increase risk to the Club and its Volunteers and Employees in the provision and delivery of its Programs may include: age of members, minimal family presence, transporting members, limited supervision, isolation, overnight trips, physical contact, close relationships and lack of organizational policies.

The intention of this Screening Policy is to provide a safe environment for the provision and delivery of the Club's programs with minimal liability risk to the Club and those Volunteers and Employees in a Position of Trust.

Policy

Due to the Positions of Trust that are inherent in the provision and delivery of the Programs by the Club, all Volunteers and Employees shall be required to participate in the Screening Process.

Positions of Trust within the Club have been ranked according to risk. The degree of risk determines how often an Employee or Volunteer must participate in the Screening Process.

High Risk Positions – every 2 years*

- All youth competitive team officials, as registered on the official OS Team Roster
- All youth FDP (Fundamental Development Program, formerly DSL) team officials, as registered on the official OS Team Roster
- All All-star team officials, as registered on the official OS Roster
- All Academy/Tournament team officials, as registered on the official OS Team Roster
- All Employees, Screening Officers and Board Members

Medium Risk Positions – every 2 years*

- All youth recreational coaches U16 to U18

Low Risk Position – every 2 years*

All other recreational team officials

All other club league officials

Mini soccer team officials

* A year is defined as January 1 – December 31

This Screening Process will include the following steps:

- a)** Receipt of a fully completed Volunteer or Employee Application form, or Team Official/Coaching form (new applicants only)
- b)** A face-to-face interview with a Screening Officer of the Club to establish the applicant's suitability and required qualifications as per the Club's written description of the proposed Position of Trust
- c)** Evidence of a Criminal Reference Check for any applicant age 18 and over
- d)** Reference Checks
- e)** Approval of the applicant by the Screening Committee
- f)** Orientation/training with the appropriate Club Director or Club Head Coach responsible for the Position of Trust (new applicants only)
- g)** Approval of the applicant by the Board of Directors
- h)** Annual evaluation
- i)** Completion of the compulsory Respect in Sports on-line OS Course.

Board Members, Screening Officers and Employees Screening Requirements:

Position of Trust	a)	b)	c)	d)	e)	f)	g)	h)	i)
Office Personnel	Y	Y	Y	Y	Y	Y	Y	Y	Y
Office Temp	Y	Y	Y	Y	Y	Y	Y	N/A	N/A
Screening Officer	Y	Y	Y	Y	Y	Y	Y	N/A	N/A
Camp Counselors	Y	N/A	Y	Y	Y	Y	N/A	Y	Y
Contract Coaches	Y	N/A	Y	Y	Y	Y	N/A	Y	Y
Board Members	N/A	N/A	Y	N/A	Y	N/A	N/A	N/A	Y

Volunteers - Screening Requirements: (RI = Recreational Indoor; RO = Recreational Outdoor)

Position of Trust	a)	b)	c)	d)	e)	f)	g)	h)	i)
RI – Youth Team Officials	Y	N/A	N/A	N/A	N/A	Y	N/A	Y	N/A
RO – Youth Team Officials	Y	N/A	Y	N/A	Y	Y	N/A	Y	N/A
Senior Recreational Team Officials	Y	N/A	Y*	Y	Y	Y	N/A	Y	N/A
Youth Rec. (Senior) Team Officials	Y	Y	Y*	Y	Y	Y	Y	Y	Y*
c) - only if a player is under 18 years of age as of Jan 1									
Youth Rec. Team Officials	Y	Y	Y	Y	Y	Y	Y	Y	Y
Competitive Youth Team Officials	Y	Y	Y	Y	Y	Y	Y	Y	Y
Academy/Tournament Team Officials	Y	Y	Y	Y	Y	Y	Y	Y	Y
Special Needs Pgm Leaders and Volunteers	Y	N/A	Y	Y	Y	Y	N/A	Y	N/A

Criminal Reference Checks

For individuals who wish to apply for or retain a Position of Trust within the Club, as identified above, a Criminal Reference Check will be required as per Ontario Soccer policy. This is an important but not exclusive element of the screening process. Please contact the office for a covering letter that is now required by the Police Department to initiate the screening process.

A Criminal Reference Check for Positions of High Risk may only be requested from the Police Services office where you reside. A Criminal Reference Check for Positions of Medium and Low Risk may be requested from the Police Services office where you reside or from myBackCheck.com. If a prospective applicant for a Position of Trust in the Club is already in possession of a Criminal Reference Check that is less than 6 months old, submission of this Criminal Reference Check with their application for a Position of Trust will be accepted.

The applicant must present, in person, the Criminal Reference Check and receipt of payment to a Club Screening Officer.

All Criminal Reference Checks will be reviewed by a Screening Officer and returned to the candidate as per the Screening Policy. Individuals with past Criminal Code convictions for certain offences will not be accepted for a Position of Trust within the Club. These offences include, but are not limited to, the following:

Lifetime Exclusion:

- Any type of sexual assault
- Invitation to sexual touching
- Sexual interference, bestiality or sexual exploitation
- Procuring sexual activity

- Indictable criminal offences for youth abuse
- Any Court Order forbidding the individual to have contact with children under the age of 14
- Any convictions related to child pornography

Five (5) Year Exclusion:

- Assault
- Any Weapons offence
- Conviction under any controlled drugs and substance act
- Criminal Driving offences

Excluded Until Resolved:

- Outstanding convictions or charges pending for any violent offence
- Outstanding convictions or charges pending for criminal driving offences, including but not limited to impaired driving.
- Outstanding convictions or charges pending for sexual offences

Following review of the Criminal Reference Check, the Screening Officer and applicant will complete the Applicant Declaration and Review Form. The applicant will be reimbursed for the cost of the Criminal Reference Check. Every Volunteer and Employee approved and accepted for a Position of Trust within the Club is obliged to immediately inform the Club if he or she is charged, tried, convicted or involved in any police investigated matter related to any of the above-noted offences under the Criminal code or under other provincial or federal statutes.

All approved applicants will be asked to sign an agreement to this effect.

Appeal Process

The Screening Committee will discuss all matters of concern pertaining to an applicant's appointment to a Position of Trust. If an applicant's appointment is declined by the Committee, the individual may appeal the decision **ONLY** if there is relevant information that has not been made available. This request must be submitted to the Chair of the Screening Committee within 48 business hours of notification.

Confidentiality of Information

The Club-appointed Screening Officers have signed an Oath of Confidentiality. All information obtained by the Screening Officers from the Screening Process, including interviews, review of Criminal Reference Checks or revelations through other reference checks, will be kept confidential, to be used only for the purposes for which the applicant agrees in writing to its use.

This information may be disclosed to Volunteers or Employees assigned by the Club to make decisions about hiring or refusing potential applicants for a Position of Trust. There shall be no dissemination or disclosure of the information to any other agency, body or organization without the specific written approval of the applicant. Once the applicant is either appointed or declined the Position of Trust, all records will be either destroyed through shredding or kept in such a manner to prevent unauthorized access. (for example, in a locked cabinet with limited access).

All information relating to the Screening Process will be collected pursuant to the Club's Privacy Policy.