



Uxbridge Soccer Club Inc.

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VOLUNTEER SCREENING POLICY

The Uxbridge Soccer Club 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.

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

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 USC screening process. The following policy has been implemented by the Uxbridge Soccer Club (USC) 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 expectations. The screening policy will be accessible to the Membership via the Club web site 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:

“USC” – The Uxbridge Soccer Club

“Police Record 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 of this Policy

This Policy applies to all individuals whose position with the USC is one of trust or authority which may relate to, at a minimum, finances, supervision, young people, or people with a disability. Not all individuals associated with the USC will be required to undergo screening through a Police Records Check-Vulnerable Sector and a Screening Disclosure Form because not all positions pose a risk of harm to the USC or to its participants. The USC will determine which

individuals will be subject to screening using the following guidelines (variations from the guidelines are at the sole discretion of the USC).

High Risk

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.

- Administrative Staff
- Board of Directors
- Head/Master Coaches
- All Star or Competitive Team Officials

Low Risk

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. Low Risk positions include, but are not limited to:

- Recreational Team Officials
- North Durham Soccer Interlock Team Officials
- All other Club League Officials

Procedures

It is the USC's policy that individuals will submit to/complete the following screening requirements annually.

High Risk Screening Measures

- ✓ Application Form
- ✓ Screening Disclosure Form
- ✓ Interview by Selection Committee
- ✓ Reference Checks completed (3 required - Personal/Community/Business) – Verified upon initial application and subsequently at the discretion of the Screening Officers
- ✓ Police Records & Vulnerable Sector Check
- ✓ Performance Review by USC Selection Committee

Those officials who remain with the USC for consecutive seasons after the initial screening shall submit:

- ✓ 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
- ✓ Reference Checks completed - completed upon initial application and subsequently at the discretion of the Screening Officers
- ✓ Informal Interview by a screening officer

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 the USC without adversely affecting the safety of the USC, any individual, athlete or member of the USC through the imposition of such terms and conditions as are deemed appropriate, the Screening Officers may approve an individuals' participation.

If an individual subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to the USC.

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

Volunteer Screening Officers

The USC shall seek to annually appoint two Volunteer Screening Officers, one (1) male and one (1) 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 OSA-trained Risk Management Educator 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 positions within the USC. In carrying out its duties, the Screening Officers may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person. The Screening Officers will render a decision and provide notice of its decision to the appropriate person.

Subsequent to review of screening documentation, the Screening Officers may:

- 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 Officers deems appropriate.

Police Records Checks

High risk volunteer applicants will be required to produce an appropriately dated PRC-VS based upon the requirements listed above. The Screening Officers will review PRC-VSs for relevant or other offences. The Police Record Check is considered stale after 9 months from date of application under USC policy. Applicants who do not reside in Durham Region, or applicants who have recently moved to Durham, should make application to the local police service where they recently resided (within the last five years).

The USC will not retain Police Record Checks. 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 will be provided for such a request.

An applicant whose PRC reveals an offence outside of the unacceptable 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 & the Screening Officers). Consideration will be given to the following:

- The nature of the offense for which the applicant was convicted
- Relevance to the position
- Efforts made at rehabilitation (if any)
- Achievements of the applicant since receiving the conviction
- The character and degree of vulnerability of the membership group served and the USC'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 supervised.

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 police check, the applicant should be told why and the information is returned to the applicant.

Relevant Offences

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

If imposed in the last five years:

- 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

If imposed in the last ten years:

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

If imposed at any time:

- 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

Criminal Convictions

An individual's charge or conviction for *any* of the following Criminal Code offenses may result in removal from the USC designated position(s), competitions, programs, activities and events upon the sole discretion of the USC:

- i. Any offense of physical or psychological violence
- ii. Any crime of violence including but not limited to, all forms of assault
- iii. Any offense involving trafficking of illegal drugs
- iv. Any offense involving the possession, distribution, or sale of any child-related pornography
- v. Any sexual offense
- vi. 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 purposes 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 police records check. An exception may be made in the case of an applicant appeal, whereby a review may be conducted by the Board of Directors.