



KAWARTHA LAKES SOCCER CLUB

Volunteer Screening Policy

The Kawartha Lakes Soccer Club supports the initiative of The Ontario Soccer Association and adopts its policy and procedures for Volunteer Screening.

Educating participants, coaches, managers, leaders, and volunteers about abuse and harassment is very important. The Kawartha Lakes Soccer Club recognizes that the organization has a responsibility to appropriately screen any person who will have access to vulnerable people. This responsibility is both moral and legal; it is not only the “right” thing to do but it is legislated under the “Duty of Care” concept.

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

VOLUNTEER SCREENING REQUIREMENTS

KLSC supports and complies with the Volunteer Screening Guidelines and Requirements of our governing bodies, East Central Ontario Soccer Association and The Ontario Soccer Association.

All COMPETITIVE and RECREATIONAL TEAM coaches and registered Team Staff shall comply with the policy and procedures set out below:

High Risk Positions

Team Officials (coaches, assistant coaches, managers, assistant managers) of District, LTPD, and Competitive Teams who play in District, Regional and Provincial Leagues are deemed High Risk Positions and must comply with the following screening measures:

- Complete and submit an OSA Application form for each season (indoor and outdoor) and for each team they are listed as a team official
- Complete a Volunteer Application Form from the KLSC
- New team officials are required to submit 3 References (name, e-mail address, phone number) - to be verified by KLSC Volunteer Screening Committee (excluding family members or team officials on same team)
- Complete a Criminal Record Check (which must include a Vulnerable Sector check) are good for one year and must be dated no earlier than October 1st of the previous year.
- Returning coaches, or any competitive team staff member are required to submit an up to date CRC including Vulnerable Sector Check every two years
- New Team Officials must also arrange a screening interview with the Youth Chair or Club Office.
- New Coaches and Assistant Coaches must provide the club with copies of current OSA coaching certificate, Respect In Sport for Activity Leaders certificate, Making Ethical

Decisions Certificate and Making Headway - Concussion Module. Managers must also provide their Respect in Sport for Activity Leaders certification.

All RECREATIONAL TEAM coaches and registered Team Staff shall comply with the policy and procedures set out below:

Medium Risk Positions

All Youth Recreational Team Officials (for ages 13 to 18 inclusive) are deemed Medium Risk and must comply with the following screening measures:

- Complete and Submit an OSA Application Form
- KLSC Volunteer Application Form
- Criminal Record Check (which must include a Vulnerable Sector check) are good for 2 years and must be dated no earlier than January 1st of the current year.
- Respect in Sports for Activity Leaders certification

Low Risk Positions

Youth Recreational Team Officials and Mini Soccer Team Officials (for ages 6 to 12 inclusive) are deemed Low Risk and must comply with the following screening measures:

- Complete and submit OSA Application form
- Criminal Record Check (which must include a Vulnerable Sector check) are good for 2 years and must be dated no earlier than January 1st of the current year.

Policy

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 Committee is of the opinion that, notwithstanding a conviction, a person can occupy a position within the Organization without adversely affecting the safety of the Organization, any individual, athlete or member of the Organization through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may present the individuals' name to the Executive Committee/Board of Directors for approval.

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

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

Screening Committee

The implementation of this policy is the responsibility of the Club Administrator and the organization's screening committee which consists of the Club Administrator and three (3) additional members appointed from the Board of Directors to complete the screening process.

The Club will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess CRC and Vulnerable Sector Screenings and render decisions under this Policy.

The Organization 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 Organization will appoint a replacement board member.

The Screening Committee will carry out its duties, in accordance with the terms of this policy.

The Screening Committee is responsible for reviewing all VRC-VS screening and Volunteer Application Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions within the Organization. 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.

How to Obtain a Police Record Check or Vulnerable Sector Check

Individuals may obtain a Criminal Record Check by visiting an RCMP office or local police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork.

Fingerprinting may be required if there is a positive match with the individual's gender and birth date.

Potential candidates can contact the KLSC Club Office and request a Volunteer Letter from the Club Administrator to take to the police station.

Procedure

The Screening requirements defined in this policy will be submitted to the Organization's head office in an envelope marked "Confidential – Club Administrator":

38 Cambridge St N, Unit 1
Lindsay, ON
K9J 4C5

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 offence.

Subsequent to its' review, the Screening Committee, will present to the Board of Directors:

- 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/Board of Director's 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.

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

CRC's are valid for a period of two years and screening disclosure forms must be completed on an annual basis. However, the Screening Committee may request that an individual provide a CRC 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.

Relevant Offences

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

a) If imposed in the last five years:

- i. Any offence involving the use of a motor vehicle, including but not limited to impaired driving
- ii. Any offence for trafficking and/or possession of drugs and/or narcotics
- iii. Any offence involving conduct against public morals

b) If imposed in the last ten years:

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

c) If imposed at any time:

- i. Any offence involving the possession, distribution, or sale of any child-related pornography
- ii. Any sexual offence
- iii. Any offence involving theft or fraud

Records

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.

Criminal Convictions

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

- a) Any offence of physical or psychological violence
- b) Any crime of violence including but not limited to, all forms of assault
- c) Any offence involving trafficking of illegal drugs
- d) Any offence involving the possession, distribution, or sale of any child-related pornography
- e) Any sexual offence
- f) Any offence involving theft or fraud