



# SCREENING HANDBOOK



**TOOLS & RESOURCES FOR  
ONTARIO SOCCER ORGANIZATIONS**

June 2019

## THE PURPOSE OF THIS HANDBOOK

This handbook is a guide for Soccer Organizations (Districts, Clubs, Academies, and Leagues) within Ontario Soccer. It is intended to educate soccer organizations and provide the tools and resources related to the process of screening individuals who assume positions within their organization. Ontario Soccer acknowledges that soccer organizations have some discretion with regard to creating policies and procedures that address the range of roles and circumstances within their organization. Examples are attached.

This handbook is structured around the Ten Steps of Screening as outlined in Volunteer Canada's 2012 Edition of *The Screening Handbook* and Ontario Soccer thanks Volunteer Canada for the use of its resources in compiling this handbook.

Soccer organizations consulting this handbook are required to be familiar with Ontario Soccer's Governing Documents and instructed to create policies and procedures (such as a Code of Conduct Appendix B) that work in tandem with Ontario Soccer documents.

**All Organizations are required to have an Organization Screening Policy that has been approved by their Board. (Example Appendix A)**

### WHY SCREEN?

The purpose and benefits of screening are threefold; improve the quality and safety of programs and services in our organizations, reduce the risks and liability for both our people and our organizations and lastly to better match people's skills and experience to the needs and opportunities within our organizations.

Screening practices help define the relationship between people and organizations and increase both the quality and safety of programs and services in communities. The duty of care is the fundamental principle and premise underlying the question of screening. Duty of care is a legal principle which identifies the obligations of individuals and organizations to take reasonable measures to care for and to protect their clients to an appropriate level or standard. The standard of care refers to the degree or level of service, attention, care and protection that one owes another according to the law, usually the law of negligence.

In our soccer organizations some of our clients are vulnerable, which means they cannot protect, defend, or assert themselves, permanently or temporarily, because of age, disability or circumstances. Because of this the duty becomes more intense and the standard higher.

### 10 STEPS OF SCREENING

The following outlines the ten step screening process as referenced in Volunteer Canada's 2012 edition of *The Screening Handbook*. It is intended to assist soccer organizations in developing policies and procedures that ensure they meet their duty of care and standard of care obligations.

1. Assessment
2. Position – Assignment
3. Recruitment
4. Application
5. Interview
6. References
7. Police Checks
8. Orientation and Training
9. Support and Supervision
10. Follow-up and Feedback

This handbook addresses each of the ten steps of screening and within each of those steps there are privacy and confidentiality concerns.

## **PRIVACY AND CONFIDENTIALITY**

Soccer organizations are required to safeguard the confidentiality of personal information gathered during the screening process.

If a soccer organization receives information about an applicant, whether from the applicant directly or from the police, the soccer organization becomes responsible for that information and is then subject to many of the same legal requirements and regulations as other holders of personal information, in terms of confidentiality and access.

Ontario Soccer recommends that those involved in the screening process should sign an Oath of Confidentiality. **Appendix D**

Soccer Organizations should have procedures that:

1. Identify who will review personal information including a Disclosure Form, police records check and vulnerable sector check **Appendix C**
2. If they will keep the applicant's police records check and vulnerable sector check or return it to the applicant once it has been reviewed. (Ontario Soccer highly recommends returning all personal documents to the applicant)
3. State that the information received through the screening process will only be used to determine if an applicant is suitable.
4. Identify where confidential information will be stored, for example in a locked cabinet, and who will have access to the information.
5. State that the soccer organization will take all reasonable steps to protect the confidentiality of personal information
6. Identify how long the soccer organization will keep confidential information,
7. Explain in what circumstances, and with whom, the information be discussed and why.

## STEP #1 – ASSESSMENT

Each volunteer position in the soccer organization should be assessed for its level of risk to the participant and/or the soccer organization. This type of risk management involves looking at the possibilities of loss or injury that might arise in programs, activities and services and taking steps to reduce them. The need to screen an applicant is dictated by the nature of the position and its inherent level of risk. When determining risk, the soccer organization should consider such factors as the participant, the environment, the nature of the activity, the level of supervision and the nature of the relationship.

For example, a high risk position would be a position in which the applicant is in direct contact with, or provides direct service to, vulnerable individuals. This risk is also high when the applicant will be in a position of trust, power or influence, and when the applicant's contact is unsupervised and/or takes place off site.

Ontario Soccer suggests the following with respect to the level of risk associated with a position and recommended screening measures have been assigned to each level of risk:

### COMMON POSITIONS

#### High Risk

Travelling Teams – Team Officials

#### Low Risk

Non-travelling Teams - Team Officials

### REQUIRED SCREENING MEASURES

#### High Risk

Application Form  
References Mandatory  
Vulnerable Record Check Mandatory  
Interview by Selection Committee  
Performance Review

#### Low Risk

Registration Form  
References Optional  
Disclosure Form  
Informal Interview

## STEP #2 - POSITION ASSIGNMENT

Each position in the soccer organization should have a detailed description of the position, its requirements, goals, activities, responsibilities, and boundaries and limitations. Ontario Soccer provides recommendations for each of the common positions in a soccer organization and sample position descriptions are provided in **Appendix E**

Soccer organizations should review the position descriptions and adapt the content to be specific to the Soccer organization.

## STEP #3 - RECRUITMENT

Soccer organizations are encouraged to devise their own strategies for recruiting individuals to volunteer for a position. Please resort to a formal recruitment process in which your mail requests or post notices for volunteers accompanied by position descriptions. Recruitment should be planned and communicated and give all interested individuals the same opportunity to volunteer. Recruitment programs should be consistent and fair and clearly explain the mission, vision, and values of the organization, the requirements and risk level of the position, and the screening process the applicant must undergo.

## **STEP #4 – APPLICATION**

Soccer organizations are encouraged to develop their own Application Form for applicants. Ontario Soccer has prepared a basic Application Form that suggests the minimum information that soccer organizations are required by Ontario Soccer's Policy to collect from applicants. Soccer organizations are encouraged to add to the Application Form but must be aware that policies for privacy and confidentiality must be in place to ensure the protection of all collected personal information. Please ensure your application form only asks for information related to the requirements of the position. Questions on matters such as the candidate's race, national origin, colour, religion or sex are prohibited under federal and provincial human rights legislation. Ontario Soccer's sample Application Form is **Appendix F**

## **STEP #5 – INTERVIEW**

Soccer organizations should appoint a Selection Committee of a minimum of two people that interviews applicants who are applying for high risk positions. This Committee is tasked with not only determining whether the applicant has the technical and professional skills for the position but also determining whether the applicant understands the risks, boundaries, and other responsibilities of the position. For example, the Committee may find that an applicant is technically proficient – but lacks understanding of the barriers between coach and athlete. For risk management reasons, the Committee may decide not to engage this person with the Soccer Organization.

Soccer organizations are encouraged to determine the terms of reference for their Selection Committee but, at minimum, the Committee should be comprised of the following:

- Individuals with technical expertise
- Individuals with knowledge of the soccer organization's policies
- Individuals with human resource experience and, ideally, screening techniques

### **Interview Process**

Ontario Soccer encourages 'behaviour-based' interviews for applicants. The Selection Committee must remain objective both before and after the interview and should follow some basic rules.

Generally, the committee should:

- Decide who will be responsible for each area of questioning
- Take extensive objective notes and avoid subjective written comments
- Not discuss any interview results until all applicants have been interviewed

Specifically, the Committee should:

- Ask the questions in the same order and verbatim for each applicant
- Repeat if necessary, but not paraphrase
- Not coach, prompt, give hints or show positive or negative response to the candidate's answer
- Allow the same amount of time for each applicant to answer the question

### **Questions**

Ontario Soccer recommends that Selection Committee follow a questioning process that proves it can select the applicant who can best do the job from those applicants who cannot. To that end, there are four different types of questions Selection Committees should consider:

- Definitional – e.g., what is the Organizations Code of Conduct
  - Causal – e.g., what happens when an volunteer violates the Code of Conduct
  - Hypothetical – e.g., what would you do if you were accused of violating the Code of Conduct?
  - Situational – e.g., Here’s the situation...What would you do questions should follow a mix of the different question types and aim to solicit responses that allow the Committee to judge an applicant’s:
- Relevant work related experiences
  - Relevant formal or informal education
  - Eagerness to work
  - Ability to work with others
  - Integrity
  - Supervision preferences
  - Initiative and judgement
  - Suitability for the position
  - Understanding of the responsibilities

### **STEP #6 – REFERENCES**

Applicants for high risk positions must submit a list of references and soccer organizations have the option of requiring applicants in other positions to submit a list of references as well. If references are requested they should be checked – it is not enough to simply have the list of references. Members of the soccer organization’s Selection Committee should follow up with the references of the applicants who are being considered for the position.

Ontario Soccer recommends that the individuals conducting the references check follow the certain guidelines when speaking with a reference:

- Identify yourself and your organization
- Verify that you are speaking to the person named as a reference.
- Tell the person that (name of applicant) gave you permission to call for a reference.
- Ask if this particular time is suitable and indicate how long the conversation will take.
- Explain what the applicant would be doing for your organization and the participant group they would be working with.

Ontario Soccer has provided a more detailed reference check script as **Appendix G**

### **STEP #7 – POLICE RECORDS CHECK**

Certain positions are required to submit a Police Records Check (PRC) prior to appointment with a soccer organization. There are two types of PRCs – a regular PRC and one with a Vulnerable Sector Check (VS).

A police record check is a search of police database records about an individual. A regular PRC includes applicable criminal convictions, findings of guilt under the federal *Youth Criminal Justice Act*, absolute and conditional discharges, outstanding charges, arrest warrants, and certain judicial orders.

Ontario Soccer requires that all police records checks be completed with the accompanying vulnerable sector check. That is, all applicants that require a police records check must obtain PRC-VS.

A vulnerable sector check includes the same information that is disclosed in a PRC as well as applicable findings of not criminally responsible due to mental disorder, record suspensions (pardons) related to sexually-based offences, and in certain circumstances, non-conviction charge related information.



A vulnerable person is defined in section 6.3 of the *Criminal Records Act*, as a person who, because of age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position or authority or trust relative to them. There are measures in place to ensure people convicted of sexually-based offences do not work with the vulnerable sector.

Soccer organizations must check with their local Police Department to understand the process for obtaining PRC-VS. Some departments allow soccer organizations to submit requests on behalf of team officials and some do not. Some departments have no fee or a have a fee specific to non-profit organizations.

With the Vulnerable Sector Check there has most often been a fingerprint requirement with the result that it can take up to 3 months for results putting an organization at risk during that time while waiting for a response.

Ontario Soccer partners with Sterling Backcheck who provide an Enhanced Police Check screening. The EPC is very similar to a VSS in that it provides more information than a standard Criminal Record Check because it also includes a Local Police Information Check; the only issue not provided is a check on pardoned offenses which as mentioned above is becoming a useless procedure with poor timing.

Sterling has a fast turnaround time, in most cases within 48 hours or less, removing risk early in the process rather than allowing engagement/employment while waiting for results. Sterling Backcheck will still flag if fingerprints are needed, and provides a consistent reporting format across the country for ease of confirmation and recognition of results. For more information visit [www.sterlingbackcheck.ca](http://www.sterlingbackcheck.ca)

In Ontario, beginning November 1, 2018, the following information must be included in police record checks that are subject to the *Police Record Checks Reform Act*:

Type of Information Disclosed	Criminal Record Check	Criminal Record and Judicial Matters Check	Vulnerable Sector Check
Criminal offence convictions, unless a pardon has been issued or granted.	Disclosed.  However, does not disclose summary convictions if the request is made more than five years after the date of the summary conviction.	Disclosed.  However, does not disclose summary convictions if the request is made more than five years after the date of the summary conviction.	Disclosed.  However, does not disclose summary convictions if the request is made more than five years after the date of the summary conviction.
Guilty findings under the federal Youth Criminal Justice Act during the applicable period of access under that Act.	Disclosed.  Disclosed in accordance with restrictions under the <i>Youth Criminal Justice Act</i> and <i>Police Record Checks Reform Act</i> requirements.	Disclosed.  Disclosed in accordance with restrictions under the Youth Criminal Justice Act and Police Record Checks Reform Act requirements.	Disclosed.  Disclosed in accordance with restrictions under the Youth Criminal Justice Act and Police Record Checks Reform Act requirements
Every criminal offence of which the individual has been found guilty and received an absolute discharge.	Not disclosed.	Disclosed.  However, not disclosed if the request is made more than one year after the date of the absolute discharge.	Disclosed.  However, not disclosed if the request is made more than one year after the date of the absolute discharge.

Every criminal offence of which the individual has been found guilty and received a conditional discharge on conditions set out in a probation order.	Not disclosed.	Disclosed.  However, not disclosed if the request is made more than three years after the date of the conditional discharge.	Disclosed.  However, not disclosed if the request is made more than three years after the date of the conditional discharge.
Every criminal offence for which there is an outstanding charge or warrant to arrest in respect of the individual.	Not disclosed.	Disclosed.	Disclosed.
Every court order made against the individual.	Not disclosed.	Disclosed.  However, does not disclose: <ul style="list-style-type: none"> <li>• court orders made under the <i>Mental Health Act</i> or under Part XX.1 of the <i>Criminal Code</i> (Canada)</li> <li>• court orders made in relation to a charge that has been withdrawn</li> </ul> restraining orders made against the individual under the <i>Family Law Act</i> , the <i>Children’s Law Reform Act</i> or the <i>Child and Family Services Act</i>	Disclosed.  However, does not disclose: <ul style="list-style-type: none"> <li>• court orders made under the <i>Mental Health Act</i> or under Part XX.1 of the <i>Criminal Code</i> (Canada)</li> <li>• court orders made in relation to a charge that has been withdrawn</li> </ul> restraining orders made against the individual under the <i>Family Law Act</i> , the <i>Children’s Law Reform Act</i> or the <i>Child and Family Services Act</i>
Every criminal offence with which the individual has been charged that resulted in a finding of not criminally responsible on account of mental disorder.	Not disclosed.	Not disclosed.	Disclosed.  However, does not disclose if the request is made more than five years after the date of the finding or if the individual received an absolute discharge.
Any conviction for which a pardon has been granted.	Not disclosed unless authorized under the <i>Criminal Records Act</i> (Canada).	Not disclosed unless authorized under the <i>Criminal Records Act</i> (Canada).	Not disclosed unless authorized under the <i>Criminal Records Act</i> (Canada).
Non-conviction information (charges that have been dismissed, withdrawn or stayed, or that resulted in a stay of proceedings or an acquittal).	Not disclosed.	Not disclosed.	<b>Section 10</b> of <i>Ontario’s Police Record Checks Reform Act</i> outlines criteria that must be met for disclosing non-conviction information in circumstances set out in that section.



## **Unacceptable Behaviours**

Soccer organizations may decide that an applicant who's PRC-VS establishes any of the unacceptable behaviours identified by the soccer organization will automatically preclude that applicant from filling a position.

Organizations should determine what behaviours they will consider to be unacceptable when reviewing PRC-VSs. Unacceptable behaviours may include, but are not necessarily limited to, the following:

- Sexual Offences
- Violent or threatening behaviour against children or adults
- Conduct against public morals
- Substance or chemical abuse
- Violation of a position of trust including theft or fraud
- Criminal driving offences, including but not limited to impaired driving.

## **Convictions**

Ontario Soccer recommends that soccer organizations have policies that indicate how the Soccer Organization will examine PRC-VSs that reveal any criminal code convictions, charges without disposition or police contact. These policies should determine the acceptability of the applicant for position within the soccer organization.

Soccer organizations also need to decide how they will handle an applicant's PRC-VS that shows a conviction outside of the specified unacceptable behaviours (cases that fall in the "grey area"). A decision may be made by the Selection Committee that for certain cases that fall in the "grey area" conditions may be placed on the applicant's acceptance. For example, an applicant with a conviction for driving under the influence may not be permitted to drive participants.

An applicant who's PRC-VS reveals a criminal conviction outside of the unacceptable behaviours or police contact may be given the opportunity to discuss the information revealed in their PRC-VS with members of the Organization's Selection Committee. The Committee may wish to consider:

- The nature of the offence for which the applicant was convicted (details including how long ago it took place)
- Relevance to the position (is it a requirement of the nature of the position)
- Efforts made at rehabilitation (if any)
- Achievements of the applicant since receiving the conviction
- The character and degree of vulnerability of the participant group served and the organization's duty of care to the participants, to the staff and to the community,
- The potential risks involved in the position the individual is applying for, based on the participants 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.

If a decision is made to accept an applicant or if an applicant is not accepted because of the information received from the PRC-VS, the applicant should be told why and the PRC-VS are returned to the applicant. In either case, both the decision and the discussion should be documented.

## **Frequency of Police Records Checks**

Soccer organizations also have to decide how often they will require PRC-VS. Soccer organizations may decide to request PRC-VS every year, every two years, or may decide that following the initial appointment

to a position within a soccer organization which requires PRC-VS, no additional PRC-VS will be required as long as the individual serves with the soccer organization without incident or interruption. However the soccer organization should reserve the right to request a current PRC-VS if there are reasonable grounds to suspect that the PRC-VS is no longer accurate or the individual's position within the soccer organization changes significantly.

### **STEP #8 – ORIENTATION AND TRAINING**

Alongside assisting the individual with getting adjusted to the culture of the soccer organization and the location of resources, equipment, and materials, soccer organizations must ensure that the individual is familiar with the Organization's policies and procedures. At minimum, a soccer organization should have the following policies:

- Code of Conduct and Ethics
- Social Media
- Screening Policy (which uses and adapts the material from this handbook)

Samples of these policies are provided in the Appendices.

These policies must be provided to the individual and the individual should feel free to ask any questions.

### **STEP #9 – SUPPORT, SUPERVISION, AND EVALUATION**

Ontario Soccer recommends that soccer organizations develop an evaluation process that works within their structure and it is communicated to all players, parents and coaches.

Players and parents should be made aware that designated organization representatives may contact them for informal interviews on the performance of team staff. Soccer organizations can also use an Evaluation Form that covers topics such as the individual's training and education for future appointment purposes and the individual understands of boundaries and limitations.

### **STEP #10 – FOLLOW-UP AND FEEDBACK**

Following the evaluation step, soccer organizations are encouraged to provide feedback to the individual. Only the final version of recorded notes should be given to the individual – not copies of evaluation forms – and soccer organizations should consider preparing a report for each individual.

## APPENDIX A – SAMPLE SCREENING POLICY

### Definitions

1. The following terms have these meanings in this Policy:
  - a) "Organization" – **INSERT NAME OF ORGANIZATION**
  - 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)

### Purpose

2. The Organization understands that screening personnel and volunteers is a vital part of providing a safe sporting environment. The Organization 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 Organization activities who may pose a risk to the Organization and its participants.

### Application of this Policy

3. This Policy applies to all individuals whose position with the Organization is one of trust or authority which may relate to, at a minimum, finances, supervision, young people, or people with a disability.
4. Not all individuals associated with the Organization will be required to undergo screening through a PRC-VS and a Screening Disclosure Form because not all positions pose a risk of harm to the Organization or to its participants. The Organization will determine which individuals will be subject to screening using the following guidelines (variations from the guidelines are at the sole discretion of the Organization):

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.

Examples:

- a) Parents, youth, or volunteers who are helping out on a non-regular informal basis

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. Examples:

- a) Full time coaches
- b) Coaches who travel with athletes
- c) Coaches who could be alone with athletes

### Policy

5. It is the Organization's policy that:
  - a) Low Level Risk Individuals will:
    - i. Complete a Screening Disclosure Form
    - ii. Complete an Application Form indicating that the individual has read and understands the Organization's policies and procedures
    - iii. Provide one letter of reference related to the position sought
    - iv. Participate in orientation as determined by the Organization
  - b) High Level Risk Individuals will:
    - 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

Organization's policies and procedures

- iv. Provide one letter of reference related to the position sought
  - v. Participate in orientation as determined by the Organization
  - vi. Provide a driver's abstract, if requested
6. Failure to participate in the screening process as outlined in this policy will result in the individual's ineligibility for the position sought.
  7. 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 approve an individuals' participation.
  8. If an individual subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Organization.
  9. 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**

10. The implementation of this policy is the responsibility of the Organization Screening Committee which is a committee of three (3) to five (5) members appointed by the Organization. The Organization 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.
11. 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 member.
12. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Organization's Board of Directors.
13. The Screening Committee is responsible for reviewing all PRC-VSs and Screening Disclosure 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 (PRC-VS)**

14. Individuals may obtain a PRC-VSs by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork.
15. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.

### **Procedure**

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

**INSERT ADDRESS**

17. 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.

18. The Screening Committee will review all submitted documents and determine if the individual has committed a relevant offense.
19. 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.
20. 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.
21. Decisions of the Screening Committee may not be appealed or may be appealed in accordance with the organizations appeal policy.
22. 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.

### **Relevant Offenses**

23. 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 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:
    - 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:
    - 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

### **Records**

24. 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**

25. 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 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

## APPENDIX B – SAMPLE CODE OF CONDUCT AND ETHICS

### Definitions

1. The following terms have these meanings in this Code:
  - a) **“Organization”** – Insert name of Organization
  - b) **“Individuals”** – All categories of membership defined in the Organization Bylaws, as well as all individuals engaged in activities with, the Organization including, but not limited to, athletes, coaches, volunteers, managers, administrators, committee members, and directors and officers

### Purpose

2. The purpose of this Code is to ensure a safe and positive environment (within Organization programs, activities, and events) by making Individuals aware that there is an expectation, at all times, of appropriate behavior. Organization supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

### Application of this Code

3. This Code applies to Individuals’ conduct during Organization business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Organization activities, Board of Director meetings and any other Organization meetings.
4. This Code also applies to Individuals’ conduct outside of the Organization’s business, activities, and events when such conduct adversely affects relationships within the Organization (and its work and sport environment) and is detrimental to the image and reputation of the Organization. Such applicability will be determined by the Organization, at its sole discretion.
5. An Individual who violates this Code may be subject to sanctions. In addition to facing possible sanction, an Individual who violates this Code during a competition may be ejected from the competition and the Individual may be subject to additional discipline.

### Responsibilities

6. Individuals have a responsibility to:
  - a) Maintain and enhance the dignity and self-esteem of Individuals and other individuals by:
    - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, or economic status
    - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members
    - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
    - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
    - v. Consistently treating individuals fairly and reasonably
    - vi. Ensuring adherence to the rules of soccer and the spirit of those rules
    - vii. Focusing comments, criticism or disciplinary actions appropriately
    - viii. Demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
    - ix. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
    - x. Treating individuals fairly and reasonably
  - b) Refrain from any behavior that constitutes **harassment**, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behavior that constitute harassment include, but are not limited to:
    - i. Written or verbal abuse, threats, or outbursts
    - ii. The display of visual material which is offensive or which a reasonable person ought to know is offensive in the circumstances
    - iii. Unwelcome remarks, jokes, comments, innuendo, or taunts

- iv. Leering or other suggestive or obscene gestures
  - v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
  - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
  - vii. Any form of hazing
  - viii. Retaliation or threats of retaliation against an individual who reports harassment to the Organization
  - ix. Bullying
  - x. Offensive or intimidating phone calls or emails
  - xi. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form
  - xii. Psychological abuse
  - xiii. Discrimination
  - xiv. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, demeaning or intimidating
  - xv. Behaviors such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
- c) Refrain from any behavior that constitutes **sexual harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behavior that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes
  - ii. Sexual violence
  - iii. Display of sexually offensive material
  - iv. Sexually degrading words used to describe a person
  - v. Inquiries or comments about a person's sex life
  - vi. Unwelcome sexual flirtations, advances, or propositions
  - vii. Inappropriate sexual touching, advances, suggestions or requests
  - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
  - ix. Unwelcome sexual flirtations, advances, requests, or invitations
  - x. Physical or sexual assault
- d) Refrain from any behavior that constitutes **violence**, where violence is defined as the exercise of physical force, that causes or could cause physical injury; an attempt to exercise physical force that could cause physical injury; or a statement or behavior that it is reasonable to interpret as a threat to exercise physical force. Types of behavior that are applicable to this section include, but are not limited to:
- i. Verbal threats to attack
  - ii. Sending to or leaving threatening notes or emails
  - iii. Making threatening physical gestures
  - iv. Wielding a weapon
  - v. Hitting, pinching or unwanted touching which is not accidental
  - vi. Throwing an object
  - vii. Blocking normal movement or physical interference, with or without the use of equipment
  - viii. Any attempt to engage in the type of conduct outlined above
- e) Abstain from the use of illegal drugs or the use of performance-enhancing drugs or methods. The Organization adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction. The Organization will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Organization or any other sport organization



- f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- g) While acting in the capacity as either a coach or volunteer responsible for supervising activities and/or athletes, refrain from consuming recreational drugs, intoxicants or alcohol
- h) In the case of minors, refrain from consuming alcohol, drugs or tobacco products
- i) Respect the property of others and not willfully cause damage
- j) Adhere to all federal, provincial, municipal and laws
- k) Comply, at all times, with the Organization's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time
- l) Report to the Organization any ongoing criminal investigation, conviction, or existing bail conditions involving yourself, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal substance

### **Board/Committee Members and Staff**

7. In addition to section 6 (above), Organization's Board Members and Committee Members will have additional responsibilities to:
- a) Function primarily as a member of the board and/or committee(s) of the Organization; not as a member of any other particular member or constituency
  - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Organization business and the maintenance of Individuals' confidence
  - c) Ensure that the Organization's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
  - d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the Organization
  - e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
  - f) Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
  - g) Keep informed about Organization activities, and general trends in the sectors in which they operate
  - h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Organization is incorporated
  - i) Respect the confidentiality appropriate to issues of a sensitive nature
  - j) Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
  - k) Respect the decisions of the majority and resign if unable to do so
  - l) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
  - m) Have a thorough knowledge and understanding of all Organization governance documents

### **Coaches**

8. In addition to section 6 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:
- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
  - b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes
  - c) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments

- d) Support the coaching staff of a training camp, provincial team, or national team, should an athlete qualify for participation with one of these programs
  - e) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
  - f) Act in the best interest of the athlete's development as a whole person
  - g) Meet the coaching credentials, as required by the Organization
  - h) Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
  - i) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
  - j) Dress professionally, neatly, and with Organization approved attire
  - k) Use inoffensive language
9. Coaches will **not**:
- a) Exceed the authority of assigned position
  - b) Provide athletes with, or promote, encourage or condone the use by athletes of illegal drugs, alcohol, or performance enhancing substances or methods.
  - c) Engage in a sexual relationship with an athlete

### **Athletes**

10. In addition to section 6 (above), athletes will have additional responsibilities to:
- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete
  - b) Participate and appear on-time and be prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, and events
  - c) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
  - d) Adhere to the Organization's rules and requirements regarding clothing and equipment
  - e) Never ridicule a participant for a poor performance or practice
  - f) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other players, officials, coaches, or spectators
  - g) Dress in a manner representative of the Organization, focusing on neatness, cleanliness, and discretion
  - h) Act in accordance with the Organization's policies and procedures and, when applicable, additional rules as outlined by coaches or managers
  - i) Refrain from consuming illegal drugs, alcohol or performance enhancing substances or methods while participating in the Organization competitions.

**APPENDIX C - SCREENING DISCLOSURE FORM AND PRIVACY STATEMENT**

**NAME:** \_\_\_\_\_  
First Middle Last

**OTHER NAMES YOU HAVE USED:** \_\_\_\_\_

**CURRENT PERMANENT ADDRESS:**

\_\_\_\_\_  
Street City Province Postal

**DATE OF BIRTH:** \_\_\_\_\_ **GENDER** \_\_\_\_\_  
Month/Day/Year

**ORGANIZATION:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements as required by the Organization's Screening Policy.**

1. **Have you ever been convicted of a crime for which a pardon has not been granted?**  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe below for each conviction:

Name or Type of Offense: \_\_\_\_\_

Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_

Year Convicted: \_\_\_\_\_

Penalty or Punishment Imposed: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

---

2. **Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you?** Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain for each pending charge:

Name or Type of Offense: \_\_\_\_\_

Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

---

3. **Has any civil court made a finding, judgment or ruling against you, or have you entered into an out of court settlement relevant to the profession of coaching, the sport of soccer or any other sport?**  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe each finding, judgment or ruling below:

Civil Court Finding: \_\_\_\_\_ Out of Court Settlement: \_\_\_\_\_ Type Finding: \_\_\_\_\_

Year of Offense or Settlement: \_\_\_\_\_

---

Penalty or Punishment Imposed: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

---

4. **Have you ever been the subject of a decision of a court or tribunal that might reflect adversely on the profession of coaching, the sport of soccer, or any other sport?**

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe below:

Type of Offense: \_\_\_\_\_

Year of Decision: \_\_\_\_\_

Penalty or Punishment Imposed: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

---

5. **Have you ever been dismissed from a position due to allegations of ethical or moral misconduct?**

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe below:

Name of applicable Organization: \_\_\_\_\_

Date of Dismissal: \_\_\_\_\_

Reason for Dismissal: \_\_\_\_\_

---

6. **Have you ever been disciplined or sanctioned by an international sport tribunal, by a National sport governing body outside Canada, by a National Sport Organization within Canada, or by any other any other sport organization/Organization/Organization?**

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe below:

Name of applicable Organization: \_\_\_\_\_

Date of Discipline or Sanction: \_\_\_\_\_

Reason for Discipline or Sanction: \_\_\_\_\_

---

For more than one conviction please attach additional page(s) as necessary.

**Certification**

I hereby certify that the information contained in this application is accurate, correct, truthful and complete. I further certify that I will immediately inform the Organization of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in termination of membership and/or further discipline.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

## **APPENDIX C - PRIVACY STATEMENT**

By completing and submitting this Screening Disclosure Form, you consent and authorize the Organization to collect, use and disclose your personal information, including all information provided on the Screening Disclosure Form, Police Record Check and/or Vulnerable Sector Check for the purposes of screening, implementation of the Organization's Screening Policy, administering membership services and communicating with other National Sport Organizations, Provincial Sport Organizations, Sport Organizations, and other organizations involved in the governance of the sport of soccer. The Organization does not distribute personal information for commercial purposes.

**APPENDIX D – SAMPLE OATH OF CONFIDENTIALITY  
DECLARATION OF CONFIDENTIALITY AND NON-DISCLOSURE**

**Name of Recipient:** \_\_\_\_\_ (Hereinafter “Recipient”)

**Introduction**

1. The Recipient may become exposed to Confidential Information through the course of their involvement with (INSERT NAME OF ORGANIZATION) (the “Organization”). In order to clearly define the parameters to such disclosure and involvement, the Recipient agrees as follows:

**Confidential Information**

2. The Confidential Information to be disclosed by the Organization to the Recipient (“Confidential Information”) can be described as and includes:
  - a) Information relating to any athlete or group of athletes;
  - b) All personnel-related information;
  - c) Financial or charitable activities;
  - d) Strategic and operational plans; and
  - e) The content of all contracts and agreements, such as personal service contracts, and other licensing agreements

**Responsibilities**

3. The Recipient will:
  - a) Keep in strictest confidence, at all times, all Confidential Information.
  - b) Not publish, communicate, divulge or disclose to any unauthorized third party or parties, any Confidential Information, without the prior written consent of the Organization.
  - c) Not allow other third parties access to the Confidential Information.
  - d) Comply with the requirements of the *Personal Information Protection and Electronic Documents Act*.
  - e) Not use the Confidential Information for personal advantage or private speculation.
  - f) Limit disclosure of Confidential Information within its own organization to individuals having a need to know.

**Ownership and Return of Confidential Information**

4. All Confidential Information shall remain the sole property of the Organization. The Recipient shall have no right to (and agrees not to) copy, duplicate or reproduce in any fashion any of the Confidential Information without the Organization’s prior written consent.
5. Upon written request by the Organization, the Recipient shall promptly return all materials and documents containing Confidential Information and shall ensure that any and all materials and documents prepared in conjunction with or as a result of any Confidential Information shall be destroyed and that the Recipient shall provide the Organization with written confirmation of same.

**Legal Recourse**

6. The Recipient agrees that in the event of any breach or threatened breach by the Recipient, the Organization may terminate the Recipient’s involvement with the Organization or any other legal remedies which may be available.

**Acknowledgement**

The Recipient acknowledges that they have read and understand this Agreement and voluntarily accept the duties and obligations set forth herein.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Print Recipient’s Name \_\_\_\_\_ Recipient’s Signature \_\_\_\_\_

**APPENDIX E  
POSITION DESCRIPTION  
COMPETITIVE DEVELOPMENT**

POSITION: COMPETITIVE DEVELOPMENT PROGRAM  
RISK LEVEL: HIGH RISK POSITION  
RESPONSIBLE TO: COMPETITIVE DEVELOPMENT PROGRAM CO-ORDINATOR

**GOALS:**

- Instruction in advanced soccer skills
- Positional play and individual roles on a team
- Competition at a high level of play
- Building and maintaining team chemistry while fostering individual excellence
- Encouraging commitment and self-discipline
- Encouraging self-confidence and individual skill development through creating a positive and safe environment
- Playing for the 'love of the game'

**ACTIVITIES:**

- Weekly practice & game(s) for players (maximum number of players as set by the Development Matrix or league)
- Tournament/Festival play - travelling and overnight stays
- Upgrading qualifications through coaching certification clinics as mandated by the Ontario Soccer or Organization and the League

**RESPONSIBILITIES:**

- Establishment of a Coaching staff: Assistant(s), Manager, in accordance with Organization policy
- Team Committees with assigned responsibilities as determined by Coach and facilitated through the Team/Program Manager
- Establish behaviour expectations on part of players
- Extensive knowledge of the Game and player development techniques
- Attendance at Competitive/Development Coaches' meetings
- Participation in all related coaching clinics as established by the Organization
- Familiarity with Organization policies pertaining to Competitive/Development Programs
- Familiarity with the Organization's Code of Conduct
- Background in injury prevention and management
- Adherence to coaching standards as set by the Head Coach

**BOUNDARIES/ LIMITATIONS:**

- Shall never be alone with a player
- Shall not be responsible for transportation to/from practices/games/tournaments/festivals
- Shall not be responsible for water or snacks
- Shall be a role model - no drugs/alcohol/smoking or abusive language at practices/games/tournaments/festivals
- Shall comply with the Dress Code as defined by the Organization
- Shall adhere to Ontario Soccer and Organization policies
- Shall embrace Organization values, principles, and policy as per Organization Constitution
- Shall demonstrate the ability to set and maintain standards for players (i.e. respect, self-discipline, fair play)



#### SKILLS/QUALIFICATIONS/EXPERIENCE:

- As set by Ontario Soccer/Organization and the League/competitions in which the team plays
- Knowledge of all aspects of the Game and player development techniques
- Experience as a player with ability to instruct through demonstration and a variety of teaching styles
- Ability to relate to the Development Stage of the player
- Minimum age requirement – 18yrs

#### PERSONAL TRAITS/QUALITIES:

- Interest
- Positive role model for players
- Fair-minded, sportsmanlike approach
- Ability to communicate with players, parents, and officials
- Patience, understanding and a sense of humour
- Ability to exercise good judgement and to discipline in accordance with Organization General Policy and Competitive/Development Coaches' Code of Conduct

#### ORIENTATION TRAINING:

- Maintaining coaching qualifications as established by the Ontario Soccer/Organization/League
- Awareness of personal health issues and safety practices
- Clear understanding of Organization policy regarding Competitive/Development program matters

#### SUPPORT/SUPERVISION & EVALUATION:

- Organization Head Coach will be in attendance at random practices and/or games
- Respond to directives from Competitive/Development Program Coordinator
- Player/ Parent evaluation forms as per Organization policy

#### MANDATORY ACTIVITIES:

- Clinics as mandated by the Organization
- Weekly practice(s) and game(s)/tournaments/Festivals
- Player evaluation and selection
- Communication with parents

#### WORKING CONDITIONS:

- Indoors/Outdoors - variety of practice conditions
- Times for practices
- Commitment from approval by Selection Committee to end of season

#### BENEFITS (VOLUNTEER):

- Working with young people
- Imparting the values of active participation, team work, and fair play
- Overseeing the development of players to their potential
- Assisting athletes in trying to be the best that they can be
- Community contribution

#### SCREENING MEASURES:

- Competitive Development program application form with personal references to be checked
- Interview(s) with Selection Committee
- Mandatory Police Records Check and Vulnerable Sector Check
- Documented monitoring by Organization Representative(s)

**APPENDIX E**  
**POSITION DESCRIPTION**  
**GRASSROOTS SOCCER TEAM OFFICIALS**

POSITION: GRASSROOTS TEAM OFFICIALS (**NON-TRAVELLING**)  
RISK LEVEL: LOW RISK POSITION  
RESPONSIBLE TO: LEAGUE CONVENOR

**GOALS:**

- Instruction in basic soccer skills
- Active participation
- Introduction of team skills
- Creating a safe and fun
- Environment. Establish codes of 'fair play' and reinforce values of 'good sport'

**ACTIVITIES:**

- Weekly practice & game(s) for players
- Coaching in game situations with equal participation
- Others as mandated by the Organization

**RESPONSIBILITIES:**

- Communication with parents (i.e., practice/ game schedules; half-time snacks;) and Organization Record-keeping - player information (team rosters; medical concerns; injury authorization) on hand for practices and games
- Knowledge of Organization policies re: player safety - heat/weather conditions during practice/ games; field conditions
- Familiarity with guidelines for reporting Child Abuse
- Distribution of player equipment as issued by Organization
- Ensure players are properly outfitted relative to personal safety, and, as required by the Rules of the Games
- Familiarity with Grassroots Soccer rules as issued by the Organization
- Participation in all related orientation and coaching clinics sponsored by the Organization
- Game Leader commitment for at least ½ of each game
- Playing background and/or work with children an asset

**BOUNDARIES/ LIMITATIONS:**

- Shall never be alone with a player
- Shall not be responsible for transportation to/from practices/games/tournaments/Festivals
- Shall not be responsible for water or snacks
- Shall be a role model - no drugs/alcohol/smoking or abusive language at practices/games/tournaments/Festivals
- Shall comply with the Dress Code as defined by the Organization
- Shall adhere to Ontario Soccer and Organization policies
- Shall embrace Organization values, principles, and policy as per Organization Constitution
- Shall demonstrate the ability to set and maintain standards for players (i.e., respect, self-discipline, fair play)

**SKILLS/QUALIFICATIONS/EXPERIENCE:**

- As required by the Organization
- Minimum age as set by Organization (with coaches under 18 requiring written permission per Organization policy)

#### PERSONAL TRAITS/QUALITIES:

- Interest in working with young people
- Positive role model
- Fair-minded, sportsmanlike approach
- Ability to communicate with players and parents
- Patience, understanding and a sense of humour

#### ORIENTATION TRAINING:

- Attending mandatory clinics as established by the Organization
- Awareness of personal health issues and safety practices
- Working in best interests of players and the game of soccer

#### SUPPORT/ SUPERVISION & EVALUATION:

- Convenor responsibility
- Random calls to parents to monitor coaching

#### MANDATORY ACTIVITIES:

- Attendance at Clinics/Orientation sessions
- Weekly practice and game
- Communication with parents

#### WORKING CONDITIONS:

- Indoors/ Outdoors - variety of practice conditions
- Appropriateness of weather/ field conditions for practices/games
- Times for practices

#### BENEFITS (VOLUNTEER):

- Working with young people
- Imparting the values of active participation, team work, and fair play
- Introducing games skills and rules
- Community contribution

#### SCREENING MEASURES:

- Completion of a simplified application form
- Informal interview aside from initial group meeting outlining safe practices
- As per Support/Supervision & Evaluation guidelines
- References Optional

**APPENDIX F – SAMPLE APPLICATION FORM**

**SECTION A: Information**

Name \_\_\_\_\_ Tel Home ( ) \_\_\_\_\_

Tel Business ( ) \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Province \_\_\_\_\_

Postal Code \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Coaching Position Preferred: (Age Group & Gender)

1<sup>st</sup> Choice \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_

3<sup>rd</sup> Choice \_\_\_\_\_

Do you have a child currently playing with the Organization?  Yes  No

**SECTION B: Coaching Qualifications**

N.C.C.P. Number: \_\_\_\_\_ RIS \_\_\_\_\_

Ontario Soccer Coach Number: \_\_\_\_\_

Community Coach Level 1: \_\_\_\_\_

Active Start: \_\_\_\_\_

Fundamentals: \_\_\_\_\_

Learn to Train: \_\_\_\_\_

International Courses: \_\_\_\_\_

Provincial "B" License Part 1 \_\_\_\_\_

National "B" License Part II Canada Soccer \_\_\_\_\_

National "A" License Canada Soccer \_\_\_\_\_

Respect in Sport: \_\_\_\_\_

MED: \_\_\_\_\_

**SECTION C: Previous Coaching Experience**

If you have coached a team within the past three (3) years, please indicate: (i) Year; (ii) Organization; (iii) Age Division; (iv) the League in which the team played.

Organization: \_\_\_\_\_  
Year Organization League

Organization: \_\_\_\_\_  
Year Organization League

Organization: \_\_\_\_\_  
Year Organization League

**SECTION D: Additional Information**

1. A resume outlining your qualifications for this coaching position may be attached.

**SECTION E: Requirements**

1. A photocopy of your coaching qualifications/MED/RIS attached to this application form.
2. A current police records check and vulnerable sector check is a requirement of this position. The original copy of such should be available for review at the time of interview.

3. References (3):

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Email: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Email: \_\_\_\_\_
3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Email: \_\_\_\_\_

4. A Personal Interview
5. Coaching candidates may be required to conduct a practice prior to selection to a coaching position.

*I have reviewed and agreed to the role and position (as defined) and have accurately completed this application and understand that the above references may be contacted.*

\_\_\_\_\_  
Signature Date

For Organization use only:

Date Received: _____	Date Received: _____
Photocopy of Qualifications: _____	Date Completed: _____
Police Records Check: _____	Date Completed: _____
Personal Reference Check: _____	Date Completed: _____
Interview: _____	Date Completed: _____
Practice session: _____	Date Completed: _____
Resume: _____	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

**The deadline for receiving applications is**

## APPENDIX G – SAMPLE REFERENCE CHECK SCRIPT

Applicant Name: \_\_\_\_\_

Please list a minimum of two references (personal, business, volunteer-related)

Name	Home Number	Work Number	Occupation

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Name of reference: \_\_\_\_\_ Phone Number: \_\_\_\_\_

(Describe position applied for and why reference is being sought)

Hello, my name is (your name) and I am calling on behalf of (name of organization). (Name of applicant) has applied to be a volunteer with us doing (job definition). Your name has been provided as a reference. Do you have a few minutes to answer some questions now?

1. How long have you known (name of applicant)? \_\_\_\_\_
2. What is your relationship to (name of applicant)? \_\_\_\_\_
3. It is important that our volunteers are reliable. Tell me about your experiences with (name of applicant) in regard to reliability. \_\_\_\_\_
4. What are (name of applicant's) strengths and weaknesses in regard to working with (indicate specific participant group: age, gender, playing level etc.) \_\_\_\_\_
5. How would you feel about having (name of applicant) work on a one-to-one basis with your (child)?
6. It is important to us that (name of organization)'s volunteers are comfortable with being (supervised or are able to work independently with little or no supervision). What is your experience with (name of applicant's) ability to accept (being supervised or working independently)? \_\_\_\_\_
7. This volunteer position requires handling many tasks at once and can be stressful at times. How does (name of applicant) deal with stressful situations? \_\_\_\_\_
8. Is there anything else you would like to tell me about (name of applicant)? \_\_\_\_\_
9. Is there any reason you know of why (name of applicant) would not be able to perform the duties necessary for this volunteer position? \_\_\_\_\_
10. Would you ever consider re-appointing (name of an applicant)? \_\_\_\_\_

## Appendix H Social Media Guidelines

### Definitions

1. The following term has this meaning in these Guidelines:
  - a) "Social Media" – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Snapchat, and Twitter

### Purpose

2. These Guidelines provide coaches and athletes with tips and suggestions for social media use. Coaches and athletes are strongly encouraged to develop their own strategy for social media use (either written down or not) and ensure that their strategy for social media use is acceptable pursuant to the Organization's Code of Conduct and Ethics.
3. Given the nature of social media as a continually developing communication sphere, the Organization trusts its coaches and athletes to use their best judgment when interacting with social media. These Guidelines are not hard and fast rules or behavioral laws; but rather ideas that will inform coaches' and athletes' best judgment.

### Social Media Guidelines for Coaches

4. The following tips should be used by coaches to inform their own strategy for social media use:
  - a) Choosing not to engage with social media is an acceptable social media strategy. But you must have good reasons for your choice and be active in other communication media
  - b) Despite what Facebook says, you are not actually "friends" with athletes. Resist commenting on athletes' personal activities, status updates, or tweets on Twitter
  - c) Consider monitoring or being generally aware of athletes' public social media behaviour to ensure compliance with the Organization's Code of Conduct and Ethics
  - d) Coaches may not demand access to an athlete's private posts on Twitter or Facebook
  - e) Do not "friend" athletes on Facebook unless they request the connection. Never pressure athletes to "friend" you
  - f) If you accept some "friend" requests, or follow one athlete on Twitter, you should accept all friend requests and follow all the athletes. Be careful not to show favoritism on social media
  - g) Consider managing your social media so that athletes do not have the option to follow you on Twitter or "friend" you on Facebook
  - h) Seek permission from athletes before posting pictures or videos of the athletes on publicly available social media like a blog or on YouTube
  - i) do not use social media to 'trap' athletes if they say one thing to you in person but their social media activity reveals they were doing something different
  - j) Keep selection decisions and other official team business off social media
  - k) Never require athletes to join Facebook, join a Facebook group, subscribe to a Twitter feed, or join a Facebook fan page about your team or organization
  - l) If you create a fan page on Facebook for your team or athlete, do not make this social media site the exclusive location for important information. Duplicate important information in more official channels (like on a website or via email)
  - m) Ensure that parents are aware that some coach-athlete interactions may take place on Facebook
  - n) Exercise appropriate discretion when using social media for your own personal communications (with friends, colleagues, and other athletes) with the knowledge that your behaviour may be used as a model by your athletes
  - o) Avoid association with Facebook groups or Twitter feeds with explicit sexual contact or viewpoints that might offend or compromise the coach-athlete relationship



- p) Never misrepresent yourself by using a fake name or fake profile
- q) Be aware that you may acquire information about an athlete that imposes an obligation of disclosure on your part (such as seeing pictures of underage athletes drinking during a trip)
- r) Attempt to make communication with athletes in social media as one-sided as possible. Be available for athletes if they initiate contact via social media – athletes may wish to have this easy and quick access to you – but avoid imposing yourself into an athlete’s personal social media space unless explicitly requested to do so

#### Social Media Guidelines for Athletes

5. The following tips should be used by athletes to inform their own strategy for social media use:
  - a) Set your privacy settings to restrict who can search for you and what private information other people can see
  - b) Coaches, teammates, officials, or opposing competitors may all add you to Facebook or follow you on Twitter. You are not required to follow anyone or be Facebook friends with anyone
  - c) If you feel harassed by someone in a social medium, report it to your coach, club official, or to the Organization
  - d) Do not feel pressure to join a fan page on Facebook or follow a Twitter feed
  - e) Content posted on a social medium, relative to your privacy settings, is considered public. In most cases, you do not have a reasonable expectation of privacy for any material that you post
  - f) Avoid posting pictures of, or alluding to, participation in illegal activity such as: speeding, physical assault, harassment, drinking alcohol (if underage), and smoking marijuana
  - g) Model appropriate behaviour in social media befitting your status as a) an elite athlete, and b) a member of your club and of the Organization. As a representative of the Organization, you have agreed to the Organization’s Code of Conduct and Ethics and most follow that Code when you post material and interact with other people through social media
  - h) Be aware that your public Facebook page, Instagram or Twitter feed may be monitored by your club, coach, or by the Organization and content or behaviour demonstrated in social media may be subject to sanction under the Organization’s Discipline and Complaints Policy

#### Club Responsibilities

6. Clubs should not attempt to impose social media restrictions onto coaches or athletes. There are many situations where social media contact is desirable and necessary; yet many situations where social media contact is unwanted and risky. Coaches and athletes should be trusted, pursuant to the Organization’s Code of Conduct and Ethics, to navigate social media using their best judgment.
7. Clubs should monitor social media use by its athletes and coaches and should consider regular surveys and reviews to understand how coaches and athletes are using social media. Coaches and athletes may need to be reminded that behaviour in social media is still subject to the Organization’s Code of Conduct and Ethics.
8. Complaints and concerns about an athlete’s or a coach’s conduct or behaviour in social media can be addressed under the Organization’s Discipline and Complaints Policy.

## Definitions

1. The following terms have these meanings in this Policy:
  - a) "Organization" – <<INSERT NAME>>
  - b) "Applicant" – person applying for the volunteer position
  - c) "Complainant" – The Party alleging an infraction
  - d) "Participants"/"Individuals" – All categories of membership defined in the Organization's Bylaws, as well as all individuals engaged in activities with the Organization including, but not limited to, athletes, coaches, managers, officials, volunteers, and committee or board members of the Organization.
  - e) "Behaviour-based" interview - A behavioral interview is a job interview focused on discovering how an applicant acted in specific employment-related situations. The logic is that your past performance in the workplace will predict your future performance.
  - f) "Police Records Check" There are 4 levels of standard criminal record checks - level 1 to 4. Level 1 is the most basic check and level 4 being the most extensive. Criminal record checks can only be done with the consent of the individual.[5] Due to the sensitive nature of CPIC, only police agencies are authorized to conduct a criminal record check, with the exception of BC Ministry of Justice.[6]\* Level 1: Records of criminal convictions for which a pardon has not been granted (CPIC Level 1 Query)\* Level 2: Level 1 + outstanding charges that the police force is aware of (CPIC Level 1 Query + Persons Query)\* Level 3: Level 2 + records of discharges which have not been removed (all charges regardless of disposition) (CPIC Level 2 Query + Persons Query)\* Level 4: Level 3 + check on local police databases, court and law enforcement agency databases
  - g) "Vulnerable Police"- The vulnerable sector screening includes a level 4 check plus any sexual offences and convictions which pardon was granted. In the event that the gender and date of birth of the applicant matches any sexual offence record in the system, he/she is required to submit fingerprints to the RCMP for a physical confirmation.
  - h) "High Risk" teams that travel
  - i) "Low Risk" teams that do not travel
  - j) "Policy" a definite course of action adopted for the sake of expediency, facility, etc.

## Change Tracking

August 11, 2014 – received revised document from Strategy Sport and Law  
November 26, 2014 – revised document reviewed by Risk Management Committee  
November 28, 2014 – changes from Risk Management Committee completed  
November 28, 2014 – questions forwarded to Strategy Sport and Law for comments  
April 25, 2015 – hard copy to Ontario Soccer Board of Directors  
May 6, 2015 – posted on Ontario Soccer Website  
May 20, 2015 – revised – posted on Ontario Soccer Website and emailed to District Associations  
January 2017 – changed ONTARIO SOCCER to Ontario Soccer  
March 2017 – changed logo  
June 2019 – revised