



## **Glencoe Minor Soccer Volunteer Screening Policy**

The Glencoe Minor Soccer 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 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 of Care”.

All team officials including but not limited to coaches, assistant coaches, managers, assistant managers, board members and club staff will be subject to the above policy, details of which are set out hereto:

### **High Risk Positions – PRC VS (Police Records Check- Vulnerable Sector PRC-VS)**

- U8-U18 District Tier I and Tier 2
- U13-U18 Inter District, Regional and Provincial Competitive

Team Officials (coaches, assistant coaches, managers, assistant managers) must comply with the following screening measures:

- Complete and submit a Club Application form for each season (indoor and outdoor) and for each team they are listed as a team official
- Submit a Police Records Check including Vulnerable Sector Check (PRC-VS); to be renewed every three years
- Sign an Offence Declaration Form annually between the PRC-VS renewal time frame
- Notify the Club of any offences that have occurred between the annual Declarations.
- Submit three (3) references (name, email, address, phone number) to be verified by Club. References exclude family members, Club staff or board members or team officials on same team)
- The Club reserves the right to conduct any interviews with the Team Officials

### **Senior Teams**

If any Senior Team has registered players under the age of 18, then Team Officials must submit the Police Records Check – Vulnerable Sector (PRC-VS) in order to comply with the legal requirements regarding Duty of Care.

## **Procedure**

Personnel who do not submit a PVSC or an OFFENCE DECLARATION will receive a notice that they are ineligible for participation in the sanctioned events, and they may not interact with minor athlete members of the Glencoe Minor Soccer , until the individual's PVSC and OFFENCE DECLARATION are received.

The Screening Committee will receive and review all PVSCS and OFFENCE DECLARATIONS and determine whether any PVSC or OFFENCE DECLARATION reveals a relevant offence.

After reviewing an individual's PVSC and OFFENCE DECLARATION, the Executive 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.

If an individual's PVSC and OFFENCE DECLARATION do not reveal a relevant offence, the Executive Committee will advise the Board of Directors that the individual is eligible for participation in a specific position. After providing notice, the Executive Committee will return or destroy the original PVSC.

If an individual's PVSC or OFFENCE DECLARATION reveals a relevant offence, the Executive Committee will render its decision and provide notice of its decision to the Board of Directors and the individual. After providing notice, the Executive Committee will return or destroy the original PVSC.

The decisions of the Screening Committee are final and binding and will be effective upon notice being communicated to the individual.

PVSC are valid for a period of three years but an OFFENCE DECLARATION must be completed and submitted by personnel on an annual basis. However, the Executive Committee may request that an individual provide a PVSC to the Executive Committee at any time. Such request will be in writing and will provide the reasons for such a request.

### **Relevant Offences:**

For the purposes of this Policy, a 'relevant offence' is any of the following:

- 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 violation for trafficking and/or possession of drugs and/or narcotics
- 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
- c) If imposed at any time:

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

### **Records**

The Southend United Soccer Club will retain copies of PVSCs for three years and OFFENCE DECLARATIONS for one year. The Club may also retain written records of communication with individuals whose PVSC or OFFENCE DECLARATION indicated a relevant offence, as well as copies of its decisions and written reasons for decisions. 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.

### **General**

This policy will be reviewed annually by the Board of Directors to ensure compliance with OSA regulations, EMSA regulations and/or legal requirements regarding Duty of Care.

Questions can be directed to the Club officials.