



## FEDS Screening Policy

To All Volunteer Staff:

FEDS has a Volunteer Screening Policy/Guideline. The process itself is relatively simple and no cost to you. We require each volunteer member to carefully read over all documents and complete the necessary forms; **FEDS WILL SUBMIT CHECKS TO THE OPP**. Approximately 3 weeks after they have been submitted, the OPP will contact you when the check has been completed. You are responsible for picking up the completed check and must then provide the original copy to the FEDS Screening Designate for approval. You are required to keep a copy of this document for yourself.

The screening process cannot be properly completed unless the following instructions are followed:

1. Print off a **Vulnerable Sector Check** from the opp.ca website (it is a two- sided form).
2. Photocopy **2** pieces of identification and attach them to the Vulnerable Sector Check form. Please note that the identification **must** be government-issued and one **must** include a photo.  
*\*For a list of acceptable ID, please visit opp.ca.*

If you have any questions, please contact the FEDS Screening Committee representative, Michelle Perry, at 519-835-1034 or michelleperry1034@gmail.com.

Thank you for being a volunteer with FEDS!

## **FEDS Screening Policy**

FEDS accepts the responsibility of ensuring that the following Screening Policy is enforced and will apply to all members and staff involved in soccer programs. This policy has been implemented to assist with providing a safe, sound and healthy soccer experience for members of our community.

### **1. The need to screen an Applicant is dictated by the nature of the position and its inherent Level of Risk.**

#### **Medium-Risk – Youth House League Team Officials (Coaches and Assistants)**

The applicant will be required to:

- Complete a VSC application form when applying for a first-time position. The check will remain valid for 3 years.
- Submit a Coaching application form every year for approval from the FEDS selection committee.
- Sign a Coaches' Code of Conduct
- Attend a Coaching Orientation session as they are offered.
- Participate in an annual evaluation by the Selection Committee, if required.

#### **High-Risk – Youth Travel Team Officials (Coaches, Assistant Coaches and Managers)**

The applicant will be required to:

- Complete a VSC application form when applying for a first-time position. The check will remain valid for 3 years.
- Submit a Coaching application form every year with references; he/she may also be required you to participate in an interview process for approval from the FEDS Selection Committee.
- Sign a Coaches' Code of Conduct
- Hold appropriate coaching certificates as dictated by Ontario Soccer.
- Participate in an annual evaluation by the Selection Committee, if required.

#### **High-Risk – Board Members, Technical Director, Head Coach, Head Referee and Administrator**

The applicant will be required to:

- Complete a VSC application form when applying for a first-time position. The check will remain valid for 3 years.
- Sign an Oath of Confidentiality for each year beginning at the AGM.

### **2. The Screening and Selection Committee exists as follows:**

Screening Committee: Designated Screening Officer, President and/or Vice-President

Selection Committee: Director of Appropriate Division, Head Coach, Designated Screening Officer

### **3. Process for VSC (Vulnerable Sector Check)**

- FEDS can only submit a VSC for residents of Centre Wellington.
- Any volunteer in possession of a VSC that is dated for the year that he/she is applying for a position and is an original copy, will be accepted.
- The Screening Designate shall review and manage all VSC forms, and will then deliver the forms to the O.P.P.

- **The Applicant will need to pick up** the completed form from the O.P.P. once it has been processed. The completed check must be returned to the FEDS Screening Designate, who will verify that they are able to proceed as a Volunteer.
- In some situations, the Applicant may be required to consent to fingerprinting by the O.P.P., to verify identification. For additional details, the Applicant can contact the O.P.P.
- The O.P.P will only disclose any information in regards to having a criminal record, to the Applicant that has consented to the disclosure. The Applicant must contact the FEDS Screening Designate to arrange a meeting to submit his/her entire VSC form. The Applicant must be prepared to have it reviewed by the Screening Committee and answer any questions arising from the results of the check. Failing to do so will result in the immediate termination of the Applicant's position. The Committee will then determine the acceptability of the Applicant, who will in turn, be informed of the Screening Committee's decision as to whether the Applicant may proceed in his/her position.
- 'Acceptable criminal records' will be considered on an individual basis based on the nature of the offence, relevance to the position, efforts made by rehabilitation, achievements since the conviction, the character and degree of vulnerability, and the potential risks involved.
- Every volunteer approved and accepted for any volunteer position within FEDS, is obligated to immediately inform FEDS if he/she is charged, tried, convicted or involved in any way, in a police-investigated matter under the Criminal Code or under other Provincial or Federal statutes.

#### **4. Safeguarding the Confidentiality of Personal Information**

- Only the appointed Board Members who form the Screening Committee and Selection Committee shall review the appropriate personal information.
- All information received through the Screening Process shall only be used to determine if an Applicant is suitable for a specific position.
- Confidential information shall be stored by the Screening Designate. Only the Screening Committee shall have access to this information.
- The Screening and Selection Committee shall sign an Oath of Confidentiality to protect all information.
- FEDS shall keep confidential information for 5 years. After 5 years, the information will be properly destroyed.