



Volunteer Screening Policy

Policy Type: Administrative

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The KDSC Volunteer Screening Policy is in accordance with the Volunteer Screening Guidelines of the Ontario Soccer Association (OSA) and Canada Safe Sport.

Definitions:

1. The following terms have these meanings in this Policy:
 - a. "Organization"-Kemptville District Soccer Club
 - b. "Policy Record/Criminal Record Check" (PRC)-A search of the RCMP criminal records database to determine whether the individual has a criminal record.
 - c. "Vulnerable Sector Check" (VS)- A secondary part of the PRC, 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 offences and/or charges.

Purpose:

2. The Organization understands that screening 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 Screening Disclosure Form and a PRC-VS 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:

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 (parents, youth, or volunteers who are helping 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 (Full time coaches, coaches who travel with athletes, coaches who could be alone with athletes).

Organization Minimal RISK Positions:

- Positions where the individual does not, through the responsibilities of the position, have ongoing contact with youth participants or team responsibilities. If the individual has more than one position within the Club (i.e., a Club Official and a coaching role), then the coaching role moves the individual to a higher risk level:
 - Adult Teams (Competitive and House league/recreational).
 - Club Officials.
 - Club Head Referee, Club Manager.
- b) Activity/Game Leaders for the Timbits™ teams (U4-U8) that play once per week within the Club at one centralized venue of the micro/mini fields at South Gower Park.

Organization Low RISK Positions:

Team officials for the house league/recreational teams (U10-U18) that play once per week within the Club at one centralized venue of South Gower Park.

Organization High RISK Positions:

Team officials for all KDSC Development (U9-U12) and Competitive (U13-U18) youth traveling teams playing multiple times per week at multiple venues within the Eastern Ontario Soccer League (EOSL) and their participation in tournaments within the Districts of Ontario Soccer:

- Club Head Coach.
- Head Coaches/Assistant Coaches.
- Managers.
- Trainers/Medical personnel.

5. It is the Organization's policy that the following will be the required screening measures:

Organization Minimal and Low RISK Positions:

- Application process directly through the Club (through either the player registration portal or directly through the Club for interest to volunteer).
- Provide one letter of reference.
- Complete a Screening Disclosure Form.
- Read and understands the existing Organizations Bylaws, policies, and procedures.
- Participate in orientation as determined by the Organization.

Note: Club Officials are brought on through the Annual General Meeting process. Club Head Referee and Club Manager roles are brought on through a formal application/interview process conducted by the Club Officials.

Organization High RISK Positions:

- Application process directly through the Club (through either the player registration portal or directly through the Club for interest to volunteer).
- Provide a letter of reference (to be checked).
- Complete a Screening Disclosure Form.
- Complete and provide a PRC-VS. This will be conducted at the first season and then be completed every two years thereafter should they volunteer for multiple seasons.
- Read and understands the existing Organizations Bylaws, policies, and procedures.
- Participate in orientation as determined by the Organization.

Note: Team Head Coaches will also undergo a formal coach interview with the Club Head Coach and applicable program Director (Development or Competitive). A coach evaluation form of the interview process will be completed and retained by the Club Head Coach.

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 individual's 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.

10. The Organization will ensure that the members appointed to the Screening Committee (Club Manager, President, Vice-President) possess the requisite skills, knowledge, and abilities to accurately assess PRC-VSs and the Screening Disclosure Form and render decisions under this Policy.
11. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Organization's Board of Directors.
12. 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.
13. Individuals must first obtain a KDSC Club signed Vulnerable Sector Check letter from the Club Manager.
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. They can be obtained by visiting their website under "Police Record Check".
15. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
16. The screening requirements defined in this policy will be submitted to the Club via mail process in an envelope marked "Confidential" or be sent directly to the Club Manager.
17. Individuals who do not undertake the screening requirements under this policy will receive a notice to that effect and 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. After its' review, the Screening Committee 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 into the appropriate person. After providing notice, the Screening Committee will return or destroy the PRC-Vs.
21. Decisions of the Screening Committee may not be appealed.
22. Screening Disclosure Forms and PRC-Vs are valid for a period of two years. However, the Screening Committee may request that an individual provide a Screening Disclosure Form or PRC-VS 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 relevant offenses:
 - a. If imposed within 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 within the past 10 years:**
 - i. Any crime of violence including but not limited to, all forms of assault.
 - ii. Any offense involving a minor.
 - 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.

Team Head Coach Evaluation Process:

Team Head Coaches for all KDSC Development (U9-U12) and Competitive (U13-U18) youth traveling teams will be evaluated throughout and at the conclusion of the season by the Club representative and survey conduction by the parents of the players on their team.

Parents of players should be aware that a designated Club representative may contact them directly for informal reviews on the performance of team personnel.

Boundaries/Limitations for all Volunteers to the Organization:

- Shall adhere to the OSA and Club policies.
- Shall embrace Club values and principles.
- Shall comply with the Club dress code (mandatory uniforms and/or optional Club wear).
- Shall demonstrate standards for players (i.e., respect, self-discipline, fair play).
- Shall be a role model-no alcohol, no drugs, no smoking, no vaping, or use of abusive language at all practices and games.
- Shall never be alone with a player (except the volunteer's own child).
- Shall not be held responsible for the transportation to/from practices and games.
- Shall not be held responsible for providing snacks or beverages.