



Kemptville District Soccer Club Volunteer Screening Policy

POLICY

The Kemptville District Soccer Club (KDSC) is committed to the protection of “Vulnerable people” – our youth soccer players. 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.

The KDSC Volunteer Screening Policy is in accordance with the Volunteer Screening Initiatives of the Ontario Soccer Association.

Boundaries / Limitations for all Volunteers

- Shall never be alone with a player (except the volunteer’s own child)
- Shall not be responsible for transportation to/from practices/games/tournaments
- Shall not be responsible for water or snacks
- Shall be a role model - no drugs/alcohol/smoking or abusive language at practices/games/tournaments
- Shall comply with the Dress Code as defined by the Club
- Shall adhere to OSA and Club policies
- Shall embrace Club values, principles, and policies
- Shall demonstrate standards for players (i.e. respect, self-discipline, fair play)

Risk Assessment Categories and Screening Measures

High Risk Positions

Team officials for all Competitive youth teams.

Require the following screening measures:

- Application Form (with references)
- Interview by Selection Committee
- Police Records Check
- Coaches evaluation form
- References Checked Out

Medium Risk Positions

- Team officials for Recreational teams U11-U18, Managers
- Club Head Coach
- Club Head Referee

Require the following screening measures:

- Application Form
- Police Records Check

Low Risk Positions

- Recreational Team Officials U4-U10

Require the following screening measures:

- Application Form
- Police Records Check

Minimal Risk Positions

- Adult Team/Club Officials
- Positions where the individual does not, through the responsibilities of the position, have ongoing contact with youth participants or team responsibilities. Examples would include Board members, Webmaster, Statistician, Club Equipment Manager, etc. unless they possess more than one position within the club i.e. board member and coach which move them to higher levels.

Require the following screening measures:

- Police Reference Check

PROCEDURES

1. KDSC Volunteers can download the Volunteer/Applicant Screening

Process Consent to Disclosure of Personal Information, from the club website.

<http://www.kemptvillesoccer.com/OPPVolunteerScreeningForm.pdf>

2. The KDSC Volunteer must complete the form and take to the local police of jurisdiction; the club will not be responsible for this. (Ensure you bring two pieces of government identification to the police headquarters).

3. The local police of jurisdiction will process the form and provide an Police record check form back to the KDSC Volunteer.

4. The Volunteer then returns the Police record check to the Club office.

5. If Volunteer does not pass the Police Record Check, they may immediately contact the Club President/Club Vice President to arrange a meeting to discuss the situation.

6. All Police Record checks for Volunteers are mandatory and failure to comply will result in the volunteer being removed from their duties in the Soccer Club.

7. All enquires about this policy shall be directed to the Club Vice-President.

Procedures

Volunteers and Screening Director (Club President)

The Volunteers and Screening Director position shall be assumed by the Club President and shall annually review all Police record checks to ensure that there are no concerns and discuss any findings with the Club Vice-President if required. Only the Director and Vice-President are to be privy to the information contained in the Police record checks. Annually the Volunteers and Screening Director and Vice-President shall:

- a) Sign an Oath of Confidentiality.
- b) Ensure all information obtained by the Police Records Check be kept confidential.
- c) Ensure all records are stored in a locked safe.
- d) Take all reasonable steps to protect the confidentiality of the personal information.
- e) All up to date information will be kept until November of that soccer season. All information will then be destroyed.

If an applicant is not accepted because of the information received from the police check, the applicant should be told why and the information is returned to the applicant. In either case, both the decision and the discussion will be documented.

Team Officials Evaluation Process

All Team Officials will be evaluated by the players/parents on their team at the conclusion of each season.

Players and parents should be aware that designated Club Representatives may contact them by telephone for informal interviews on the performance of team staff. The Club will also use an Evaluation Form that covers topics such as Coach's training for future appointment purposes and to assess the understanding of the Boundaries and Limitations.

Placeholder for Club Oath of Confidentiality, Club Organization chart