



VAUGHAN SOCCER CLUB INC.

VAUGHAN SOCCER CLUB VOLUNTEER SCREENING PROGRAM

GUIDELINES AND POLICIES

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Personal Information:

A copy of your volunteer screening policy. Have all your organizations volunteers submitted valid CPIC certifications? Have all your competitive/rep coaches completed Respect in Soccer certification?

Please find attached a copy of the VSC Volunteer Screening Policy Package along with the appropriate forms (to be completed by office or trainers/coaches)

- Why We Screen
- VSC Screening Policy
- Positions and Risk Assessment
- VSC Interview Guidelines and Questions (for technical and office staff)
- Police Records Check
- York Regional Police Vulnerable Sector Check
- Oath of Confidentiality
- Coaches code of Ethics and Conduct
- Coaches Registration and Application Form

Have all your organizations volunteers submitted valid CPIC certifications?

Yes we keep the information recorded in our secure database. The VSC complies with the current requirements for CPIC certification.

Have all your competitive/rep coaches completed Respect in Soccer certification?

Yes all of our competitive/rep coaches completed Respect in Soccer certification (enclosed at the end of this section is a listing of all competitive/rep coaches)



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WHY DO WE SCREEN?

At VSC, one of our primary mandates is to screen all staff, coaches, team officials in order to protect all of our members. We believe in being proactive in our recruitment policies in order to mitigate risk. The Vaughan Soccer Club reserves the right to decline volunteers that are unable to pass our comprehensive screening process. However, we are obliged to do everything reasonable to protect all members who are under our umbrella.

Recent high profile cases have made it necessary to make screening an integral part of our paid/non-paid personnel. In many cases of abuse, offenders were found to occupy a position of trust. As a result, we believe that as an organization we have a duty and obligation to ensure the safety of our members. As such, the VSC goes to great lengths to prevent cases of abuse, whether they be emotional, physical, sexual or psychological in nature.

MYTHS

- A myth that persists in the non-profit and charitable sector is that organizations and societies are immune to liability
- If an organization doesn't know about or sanction a wrongful act, it can't be held liable for that act
- If a volunteer harms a client, the organization can't be held liable, because volunteers are not employees
- Non-profit and charitable organizations are protected by legislation against lawsuits

Educating our members, coaches, managers, directors, and volunteers about abuse and harassment is imperative. However, it is not enough! As soon as any organization opens for business - whether run by staff or volunteers - it 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 makes us know what are the obligations of individuals and organizations to take reasonable measures to care for and protect their members. It is important to understand that Canadian courts will uphold organizations' responsibilities to screen carefully. This is part of their "Duty to Care".



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VAUGHAN SOCCER CLUB SCREENING POLICY

The Vaughan Soccer Club accepts the responsibility to create a sound, safe, and healthy soccer experience in our community for all its members. (Children, young adults, parents, volunteers, and staff)

To that effect the Vaughan Soccer Club has put in place a screening policy which all its members must adhere to.

Due to the positions of trust that are inherent in the provision of active, high quality sport activities, volunteers and employees shall be required to undergo a screening process based on the duties assigned by the Club. The screening process will be comprised of a variety of measures such as those listed below. All volunteers/employees will be required to participate in an orientation that will introduce duty assignments as well as relevant Club policies and expectations. The Club Screening Program should be accessible to our membership preferably via our web site. The membership should be advised that if he/she believes they have had an experience that contravenes the Club policy, the Club's designated representative should be contacted.

It is important that we have an organizational chart that illustrates to our members to whom the volunteers and staff are accountable to. The Club should also refer to matters of Harassment, Discipline, Zero Tolerance, and Boundaries/Limitations in their Club's published rules. The chart will help everyone understand the reporting lines in the event an issue needs to be investigated. An organizational chart is included in the appendix.

Confidentiality of Personal Information

Once the Vaughan Soccer Club (VSC) receives information about an applicant, whether from the applicant directly or from the police, the organization becomes responsible for that information and is thus subject to many of the same legal requirements and regulations as other holders of personal information, in terms of confidentiality and access.

The VSC is required to safeguard the confidentiality of personal information gathered during the screening process.

The Club has developed the following policies:

- Only one designated person on the Volunteer Screening Committee will review personal information including the police records check.
- The information received through the screening process will only be used to determine if an applicant is suitable for a specific position
- Confidential information will be stored in a locked filing cabinet, and only the club designated person on the Volunteer Screening Committee will have access to the information
- The club will take all reasonable steps to protect the confidentiality of personal information,
- The Club will keep confidential information only as long as the volunteer is with the club,



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- In the circumstance that a volunteer has for example a criminal record, the information will be discussed with the other members of the Volunteer Screening Committee in order to decide what action needs to be taken.

The Club will not keep the applicant's Police Records Check, but will return it to the applicant once it has been reviewed and pertinent details recorded. A form that will be used for this purpose, as we wish not to keep the original Police Records Check, is included in the Appendix.

The committee members involved in the screening process will sign an Oath of Confidentiality.

Please see the appendix for the Oath of Confidentiality Form.

POSITIONS AND RISK ASSESSMENT

Definition of Risk:

The first principle of screening is risk management, which simply means "What could go wrong here" and "How do we avoid it?" Risk management involves looking at the possibilities of loss or injury that might arise in programs, activities, and services and taking steps to stop, minimize, or prevent or eliminate them all together. This includes the Club's obligation to take all reasonable measures to care for and protect their participants from harm. The need to screen and applicant is dictated by the nature of the position and its inherent level of risk. When determining risk, consider such factors as the participant, the environment, the nature of the activity, the level of supervision and the nature of the relationship.

All team officials, including coaches, managers, technical trainers, volunteers and office staff will go through screening policy and procedures.

Boundaries/Limitations/Essential Components:

- Shall never be alone with a player
- 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 VSC
- Shall adhere to OSA, YRSA and VSC policies
- Shall embrace Club values, principles, and policy as per VSC constitution



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- Shall demonstrate the ability to set and maintain standards for players (i.e. respect, self-discipline, fair play)

Screening Measures:

- Application Form
- Interview by Selection Committee
- References Checked out
- Police Records Check

VSC INTERNAL INTERVIEW PROCEDURES

Responsibility for Interviews

The VSC Screening Committee is responsible for conducting interviews

Who will be interviewed: All team officials, including coaches, managers, technical trainers, volunteers and office staff will go through screening policy and procedures.

The Interview

Have at least two members of the VSC Screening Committee conduct each interview. Plan ahead of time, how questions will be divided between the two interviewers.

Have the completed Coaching form accessible.

Interviews should be conducted at the club house. Establish a safe environment.

All interviews must be conducted In- Person

Explain the interview process to person.

Describe the coaching's responsibility and duties using the VSC job description position

Describe the screening procedures that must be conducted for this position

Use only official VSC forms to document the person's responses as the interview is being conducted

Keep these forms in confidential files



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"Dos" of Interviewing

Do maintain confidentiality of the all responses; these may only be discussed with the executive board.

Do use the official VSC forms.

Do assure the person that their comments are important in the process

"Don'ts" of Interviewing

Don't avoid doing an interview for a high risk position!

Don't omit questions because of your own embarrassment.

Don't make biased assumptions or rush through an interview

Closing the Interview

Allow the person to ask any questions that might arise for them at the end of the interview

Summarize what was discussed

Clarify what needs to happen next

Thank the person for coming in

What to do after the Interview

Discuss the interview with the other interviewer and have interview notes filed.

Continue with the next Steps in the Screening Program



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STRENGTHENING THE VSC - INTERVIEW QUESTIONS FOR NEW APPLICANTS – (Technical Staff)

Interview's Name: _____ Date of interview: _____

Applicant's Name: _____

1. How did you hear about this coaching position? What attracts you to this coaching position?

2. Do you have any questions about what you have read in the Coaching position duties and responsibilities?

3. Have you ever been involved in any activity like this in the past?

4. Tell me about any challenges that you can foresee that might make it difficult for you to carry out your responsibilities in this position?

5. What assistance or support do you think you might need to be able to carry out your position?

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6. Do your spouse/family/friends support you in this position? How?

7. Are there some persons or groups with whom you prefer to work? (E.g. Adolescents, elderly, immigrants, children etc...) Why?

8. If you had reason to believe that a child, youth, or other vulnerable person was being abused what would you do?

9. Tell us why you believe you are an ideal person for this position?

Note:

-Watch out for single word answers such as yes or no, rather than complete answers to the questions. Watch for evasive/general roundabout answers rather than specific information.

- Ask each question and then write down the answer. Accurate written information that is as objective as possible is the most useful in ensuring that everyone concerned will be safe. Therefore, record keeping must be 100% effective.

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Recommendation:

Endorsed for this Coaching Position

not endorsed for this Coaching Position at this time

Endorsed for another Position which is not high risk



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Interview Questions for Current Volunteer (Office Staff)

Date of Interview _____

Interviewer's Name _____

Volunteer's Name _____

Position(s) within the club: _____

1. Do you understand the VSC Screening Program? ___ YES ___ NO

2. How long have you been in this position with the club? How did you come to be in this volunteer position?

3. What is your experience in this position? How is it going?

4. What assistance or support do you need in order to carry out your position?

5. What kind of training is needed to do this position?

6. Tell me about any challenges that make it difficult for you to carry out your responsibility in this position? What changes would you make?

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7. Are there some persons or groups with whom you prefer to work? (e.g. Adolescents, elderly, immigrants, children, etc...) Why?

8. If you had reason to believe that a child, youth, or other vulnerable person was being abused what would you do?

9. Do your spouse/family/friends support you this position? How?

10. Do you wish to continue doing this volunteer work? ___ YES ___ NO

Note:

Watch out for single word answers such as yes or no, rather than complete answers to the questions. Watch out for evasive and general roundabout answers rather than specific information.

Ask each question and then write down the answer. Accurate written information that is as objective as possible is the most useful in ensuring that everyone concerned will be safe. Therefore, record keeping must be 100% objective.



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POLICE RECORDS CHECK

All volunteers and paid staff are required to submit a Police Records Check prior to starting duties with the Club.

POLICE RECORDS CHECKS (PRC) AND UNACCEPTABLE BEHAVIOURS

VSC has introduced directives and guidelines that identify how the Club will deal with an applicant's Police Records Check that shows a previous conviction or police contact.

An individual who's PRC establishes any of the unacceptable behaviours identified by the Club, will automatically be precluded from filling a volunteer position and will be rejected as an applicant and dismissed from any volunteer position from the Club.

A volunteer's PRC that shows a conviction outside of the specified unacceptable behaviours, (cases that fall in the "grey area") will require a decision by the Volunteer Screening Committee such that for certain cases that fall in the "grey area" conditions may be placed on the applicant's acceptance or the applicant may be denied - in other words, areas where common sense should apply.

The Club determines the following behaviours to be unacceptable when reviewing PRCs.

These 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 (i.e., prostitution)
- Substance or chemical abuse
- Violation of a position or trust including theft or fraud
- Criminal driving offences, including but not limited to impaired driving

the VSC Volunteer Screening Committee will examine PRC's that reveal any criminal code conviction, charge without disposition or police contact, to determine the acceptability of the applicant for a staff or volunteer position within the Club.

Applicants whose PRC reveals a criminal conviction outside of the unacceptable behaviours or police contact will be given the opportunity to discuss the information revealed in their PRC with the Club's Volunteer Screening Committee and/or designated panel which should include the President or the Vice President, and at least two other Directors of the Club.

Consideration should be given to the following when reviewing a person's PRC:



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- 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 a rehabilitation (if any)
- Achievements of the applicant since receiving the conviction,
- The character and degree of vulnerability of the client 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 group 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 with a criminal record, the police check is returned to the applicant.

If an applicant is not accepted because of the information received from the police check, the applicant will be told why and the information will be returned to the applicant.

In either case, all decisions and discussions must be documented.

VSC will require a PRC every two years for all volunteer and paid staff. However the Club will reserve the right to request a current PRC if there are reasonable grounds to suspect that the PRC is no longer accurate or the individual's position within the Club changes significantly.

The Volunteer Screening Committee will ensure, as far as is reasonably possible, that an acceptable Police Records Check was submitted for applicants for position with the club.



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VOLUNTEER SCREENING PANEL - SELECTION COMMITTEE

The Soccer Club shall annually appoint a Selection Committee with the responsibility to appoint team officials for the appropriate positions taking into consideration the screening criteria. The Selection Committee shall be comprised of:

- **Representative with the technical expertise and those responsible as per Club policy plus**
- **One non-voting parent of the Club with human resource experience, preferably familiar with screening technique**