



King United Soccer Club

25 Doctor's Lane • P.O. Box 5 • King City, Ontario, L7B 1A4 • Telephone: 905.833.3535 • Website: www.kingunitedsc.com

KUSC Volunteer Screening Policy

The York Region Police Department states as per the RCMP, a *Vulnerable Sector Check* should be conducted for an individual volunteering in a position of authority or trust relative to a vulnerable person. As per the Ontario Soccer Association and the York Region Soccer Association, all clubs are required to have a "Club Volunteer Screening Policy". The King United Soccer Club supports the initiative of the Ontario Soccer Association and adopts its policy and procedures for volunteer screening.

Educating participants, coaches, managers, convenors, volunteers, etc., about abuse and harassment is very important. KUSC 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."

With respect to KUSC's "Volunteer Screening Policy", KUSC requests that all Board Members, Competitive/All Star/ Select Team Officials (Coach, Assistant Coach, Manager, Assistant Manager- All Ages), and House League Team Officials (Coach, Assistant Coach, Manager, Assistant Manager- U12 and Older) obtain a mandatory *Vulnerable Sector Check* from their local police department, updated every three years, in order to work with and protect the youth of our club. If a check has been obtained for another organization within one year, a copy of the *Vulnerable Sector Check* will suffice. KUSC reserves the right to request a current *Vulnerable Sector Check* at any time, from anybody holding or applying for a position within the club, if there are reasonable grounds to suspect that the *Vulnerable Sector Check* is no longer accurate, or the individual's position within the Club changes significantly before the renewal deadline.

The potential risk for the types of KUSC volunteer positions and what is also required on top of the *Vulnerable Sector Check* is listed below:

- 1) High Risk Positions: Competitive, All Star, Select Team Officials (Coach, Assistant Coach, Manager, Assistant Manager)
Screening Needs- Application form with references, reference checks, *Vulnerable Sector Check*, and evaluation by Volunteer Selection Committee.
- 2) Medium Risk Positions: Recreational Team Officials (Coach, Assistant Coach, Manager, Assistant Manager) U12-U19
Screening Needs- Application form and *Vulnerable Sector Check*.
- 3) Low Risk Positions: Recreational and Mini Soccer Team Officials (Coach, Assistant Coach, Manager, Assistant Manager) U4-U11
Screening Needs- Application form

The KUSC Privacy Officer will be the only one to review the personal information included within the *Vulnerable Sector Check*. The confidential information submitted with regards to the *Vulnerable Sector Check* will be stored within a locked cabinet at the Privacy Officer's office, and only the Privacy Officer will have access to this information. This Privacy Officer also signs an "Oath of Confidentiality" yearly. KUSC will take all reasonable steps to protect the confidentiality of the

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personal information submitted. The *Vulnerable Sector Checks* submitted will be kept on file for three years, and once past this time, will be destroyed appropriately. The information received through the screening process will only be used to determine if an applicant is suitable for a specific position.

If during the Privacy Officer's review, there shows a previous conviction or police contact, a red flag is noted and the Privacy Officer will bring this to the attention of the Volunteer Selection Committee. All members of the Volunteer Selection Committee sign an "Oath of Confidentiality" yearly. The Privacy Officer will not show the committee any information from the documents submitted that allows the committee to identify the applicant. Unacceptable behaviours of previous conviction or police contact 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 of trust including theft or fraud, criminal driving offences, including but not limited to impaired driving.

Consideration will be given to the following:

- 1) The nature of the offence for which the applicant was convicted (details include how long ago the offence took place).
- 2) Relevance to the position (is it a bon a fide requirement of the nature of the position).
- 3) Efforts made at rehabilitation (if any).
- 4) Achievements of the applicant since receiving the conviction.
- 5) 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.
- 6) 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.

An applicant whose check reveals a criminal conviction outside of the unacceptable behaviours or police contact may be given the opportunity to discuss the information revealed with the Privacy Officer, as well as possibly with the President of the Club. A decision is made by the Volunteer Selection Committee for certain cases that fall in the "grey area" and conditions may be placed on the applicant's acceptance. If a decision is made to accept an applicant with a criminal record, the check is returned to the applicant. No information other than the fact that a check was done is recorded. If an applicant is not accepted because of the information received from the check, the applicant will be told why and the information is returned to the applicant. In either case, both the decision and the discussion will be documented.

Refer to the KUSC's "Volunteer Screening Info Sheet" on the process of how to obtain and file the *Vulnerable Sector Check*.

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