

West Ottawa Soccer Club



Screening Policy

Definitions

1. The following terms have these meanings in this policy of the West Ottawa Soccer Club (WOSC):
 - a) *“Police Vulnerable Sector Check (PVSC) or Criminal Record Check (CRC)”* – A PVSC or CRC searches for the existence of a criminal record, outstanding charges, various charges and convictions, and any pardoned sex offences for individuals who are working in a vulnerable sector (such as with minor athletes),.
 - b) *“Personnel”* - WOSC Personnel include members and volunteers whose position with WOSC is one of trust or authority.
Personnel include, but are not limited to; WOSC Board of Directors, WOSC employees, contracted coaches, volunteer Team Officials and Age Group Convenors,.

Purpose

2. To ensure a mutually beneficial experience for WOSC participants, all potential volunteers will be screened before they can be accepted and placed within the organization. Ongoing screening through supervision, evaluation, and feedback ensures high standards in WOSC operations. Specific screening procedures, including implementation procedures for recurring volunteers, will be dependent on the individual’s role.
3. Like a growing number of sport organizations, WOSC requires Personnel who interact with athletes, or who are placed in a position of trust or authority, to obtain a Police Vulnerable Sector Check (PVSC) or Criminal Record Check (CRC).

Application of this Policy

4. This Policy applies to all Personnel.

Screening Categories

5. As part of its screening process, WOSC will require Personnel who work closely with athletes and who occupy positions of trust and authority within WOSC, to be screened via screening tools.

The following Personnel require a PVSC:

- a) WOSC Employees
- b) Representative Coaches
- c) Members of the WOSC Board of Directors

The following Personnel require a CRC:

- d) Volunteer Team Officials (Coaches, Managers, Trainers)
- e) Age Group Convenors

Screening Committee

The implementation of this policy is the responsibility of WOSC's Screening Committee. The Screening Committee consists of three (3) to five (5) members appointed by, and at the sole discretion of, WOSC Board of Directors. The Board of Directors will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge, and abilities to accurately assess PVSCs and CRCs and Screening Disclosure Forms and render decisions under this policy. Quorum for the Screening Committee will be three (3) members.

- 6. The Board of Directors may, at its sole discretion, remove any member of the Screening Committee. When a position on the Screening Committee becomes vacant, the Board of Directors, at its sole discretion, will appoint a replacement committee member.
- 7. The Screening Committee will carry out its duties in accordance with the terms of this Policy, independent of the Board of Directors.
- 8. The screening process will use a combination of the following screening tools:
 - a) PVSCs and CRCs
 - b) Screening Disclosure Form
 - c) Interviews
 - d) Reference checks
- 9. The Screening Committee is responsible for receiving and reviewing all PVSCs and CRCs and Screening Disclosure Forms and, based on such reviews, shall make decisions regarding the appropriateness of individuals filling positions within WOSC. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police officers, risk management consultants, volunteer screening specialists, or any other person.

Policy

- 10. It is the WOSC's policy that:
 - a) All Personnel, without exception, must have a PVSC or CRC on file that has a certification date within the last two years.

- b) Failure to participate in the screening process as outlined in this policy will result in the individual being ineligible to participate in sanctioned WOSC events.
- c) WOSC will not knowingly permit an individual who has a conviction for a '**relevant offence**', as defined in this policy, to have a role with WOSC.
- d) The Screening Committee may at its discretion, approve a individual's placement in a specific role despite a conviction for a relevant offence, provided the committee decides that this can be done without adversely affecting the safety of WOSC, an athlete, or member of WOSC.
- e) If a person subsequently receives a conviction for, or is found guilty of, a relevant offence, he or she will report this circumstance immediately to WOSC.
- f) If a person provides falsified or misleading information, that person will immediately be removed from his or her position and may be subject to further discipline in accordance with WOSC's *Discipline and Complaints Policy*.

11. Personnel in the following categories will be required to obtain a Police Vulnerable Sector Check (PVSC) and complete a Screening Disclosure Form (Appendix A):

- a) WOSC Employees
- b) Representative Coaches
- c) Members of the WOSC Board of Directors

Personnel in the following categories will be required to obtain a Criminal Record Check (CRC) and complete a Screening Disclosure Form (Appendix A)::

- d) Volunteer Team Officials (Coaches, Managers, Trainers)
- e) Age Group Convenors

How to Obtain a Police Vulnerable Sector Check (PVSC) or Criminal Record Check (CRC)

12. PVSCs and CRCs must be submitted to WOSC prior to interacting with young athletes (or other Personnel).

13. A PVSC or CRC may be obtained from the Ottawa Police Services.

14. Personnel must email the results of the PVSC or CRC to admin@wosc.com

Procedure

15. Personnel who do not submit a PVSC or CRC or a Screening Disclosure Form will receive a notice that they are ineligible for participation in WOSC sanctioned events, and they may not interact with minor athlete members of WOSC, until the individual's PVSC or CRC and Screening Disclosure Form are received.

16. The Screening Committee will receive and review all PVSCs and CRCs and Screening Disclosure Forms and determine whether any PVSC, CRC or Screening Disclosure Form reveals a relevant offence.

17. After reviewing an individual's PVSC, CRC and Screening Disclosure Form, the Screening Committee, by majority vote, 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.
18. If an individual's PVSC or CRC and Screening Disclosure Form do not reveal a relevant offence, the Screening Committee will advise the Board of Directors that the individual is eligible for participation in a specific position.
19. If an individual's PVSC or CRC or Screening Disclosure Form reveals a relevant offence, the Screening Committee will render its decision and provide notice of its decision to the Board of Directors and the individual.
20. The decisions of the Screening Committee are final and binding and will be effective upon notice being communicated to the individual.
21. A PVSC or CRC are valid for a period of two years but a Screening Disclosure Form must be completed and submitted by Personnel on an annual basis. However, the Screening Committee may request that an individual provide a PVSC or CRC to the Screening Committee at any time. Such request will be in writing and will provide the reasons for such a request.

Relevant Offences

22. For the purposes of this Policy, a 'relevant offence' is any of the following:
 - a) If imposed in the last five years:
 - i. Any offence involving the use of a motor vehicle, including but not limited to impaired driving
 - ii. Any violation for trafficking and/or possession of drugs and/or narcotics
 - iii. Any offence involving conduct against public morals
 - b) If imposed in the last ten years:
 - i. Any crime of violence including, but not limited to, all forms of assault
 - ii. Any offence involving a minor
 - c) If imposed at any time:
 - i. Any offence involving the possession, distribution, or sale of any child-related pornography
 - ii. Any sexual offence involving a minor
 - iii. Any offence involving theft or fraud

Records

23. WOSC will retain copies of PVSCs and CRCs and Screening Disclosure Forms. WOSC may also retain written records of communication with individuals whose PVSC, CRC or Screening Disclosure Form indicated a relevant offence, as well as copies of its decisions and written reasons for decisions. 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.

Interviews

24. Personnel may be interviewed to determine suitability and interest for the position. Interviews will be conducted by the Screening Committee or by other Personnel.

25. Questions asked during the interview process may include:

- a) What kind of experience (sports, coaching, and communication) do you bring to WOSC? Feel free to include your involvement with children and with volunteer work.
- b) How do you handle conflicts among the players on the team?
- c) If you have an issue (personal or soccer related) with a child on the team, how do you approach the situation and at what point do you get the parents involved? If this has come up in your previous coaching positions, what was the problem and what actions did you take to address the problem?
- d) What actions, if any, do you take if a player on your team is bullying another teammate?
- e) Do you involve parents in team decision-making? If so, how are they involved?

Approved by the Board of Directors on June 8, 2020

