



Deep River & Area Minor Soccer Club

Volunteer Screening Policy

This Volunteer Screening Policy was unanimously approved by
the Executive of the DRAMSC on 22nd March 2005

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on 15th February 2009

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Abbreviations

CAC	Coaching Association of Canada
CC	Coaching Certification
CRC	Criminal Record Check
CSA	Canadian Soccer Association
DRAMSC	Deep River & Area Minor Soccer Club
FIFA	Fédération Internationale de Football Association
NCCP	National Coaching Certification Program
OSA	Ontario Soccer Association
RAC	Registrant Activity Card
SDC	Selection & Discipline Committee
VSP	Volunteer Screening Policy

1 INTRODUCTION

The Deep River & Area Minor Soccer Club (DRAMSC) is affiliated with the Ontario Soccer Association (OSA). The DRAMSC belongs to Soccer Northeastern Ontario, a District of the OSA that encompasses Renfrew County and the District of Nipissing. The mission of the OSA is to provide the opportunity for any person to play organized soccer and to assist participants in reaching their potential through the provision of programs for developing players, coaches, referees and administrators in the Province of Ontario.

The initial sections of this document explain the need for volunteer screening and the development of a Volunteer Screening Policy (VSP) by the OSA. The VSP developed by the DRAMSC is based upon that recommended by the OSA. The VSP of the DRAMSC is described in Sections 4-8 of this document. These sections describe the screening process, provide all the forms required to complete the screening process and provide instructions for the completion of these forms. Some of material presented in this document, particularly in the latter sections of the document, is intended primarily for the staff and volunteers within the DRAMSC who are responsible for implementing the VSP.

2 O.S.A. PERSPECTIVE ON THE NEED FOR SCREENING

2.1 Why We Screen?

The answer is simple. We want to do a better job protecting participants. It is much easier to ensure the right people take on the responsibilities that suit them best than to spend the resources to deal with problems that arise from poor recruiting. Organizations are not obliged to accept everyone who wants to volunteer. However, they are obliged to do everything reasonable to protect those in their care.

In recent years, concern about protecting children and other vulnerable individuals has intensified in the wake of the tragic and horrifying evidence that some family members, caregivers, volunteers, employees, and other paid and unpaid staff members in positions of trust have betrayed that trust and have abused those in their care. Substantiated examples of abuse are, unfortunately, not uncommon and range from fraud, to theft of property, to emotional, physical, sexual and psychological abuse, not just of children, but of seniors and others who are vulnerable.

A recent study in British Columbia examined cases of child sexual abuse in that province from 1985 - 1989. The study found that 30 people abused a total of 2,099 children, an average of 70 victims per abuser. In 80% of the occurrences, offenders occupied positions of trust; 50% were professionals in the communities. In addition, further investigations traced the offender's movements through at least 14 additional locations where they also resided and in 41% of these locations, they were suspected, investigated and/or charged with child sexual abuse.

2.2 Myths

A number of myths persist in the non-profit and charitable sector organizations:

- Non-profit and charitable organizations and societies are immune from 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 participants, coaches, managers, leaders, and volunteers about abuse and harassment is very important. 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 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."

3 HISTORY AND OVERVIEW OF THE POLICY

In 1999 Sport Alliance and Volunteer Canada approached the OSA to serve as a pilot organization to develop and test a VSP for sport. The OSA had adopted a Harassment Policy and was in the process of developing a training program for Harassment Officers. The OSA's Board of Directors agreed that a "pro-active" VSP would more than compliment the "reactive" harassment policy.

The Burlington Youth Soccer Club (BYSC) volunteered to be a pilot Club for the development and implementation of the VSP. A Task Force comprised of BYSC representatives, Volunteer Canada and the OSA met on a regular basis to create a policy that would encompass the responsibilities associated with the principle of **"Duty of Care," i.e., Soccer's legal obligation to protect its membership especially children.**

The Task Force reviewed the roles and responsibilities of all positions within the Club assessing a level of risk to each position. A set of screening measures was established and applied to these positions based on the level of risk.

The Screening measures included requirements such as:

- Application Forms with References
- Interviews
- Criminal Records Check.
- Reference Checks
- Training and Education

Following an evaluation of the pilot initiative, the OSA membership approved implementation of the policy for competitive youth team officials prior to the start of the 2003 season and for all youth team officials prior to the start of the 2004 season.

Additional information is available in the OSA publication *The Screening Handbook* which is available from the OSA website (www.soccer.on.ca).

4 SCREENING POLICY

The DRAMSC accepts its responsibility to children, young adults, parents, volunteers and staff involved in its programs and is committed to ensuring adherence to the following policy to support the provision of sound, safe, and healthy soccer experience in our community.

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 their duties within the DRAMSC. This screening process is comprised of a variety of measures such as those listed in Section 3. **Additionally, all volunteers/employees will be required to participate in an orientation course that will describe relevant DRAMSC policies and expectations.**

The DRAMSC membership should be advised that if he/she believes they have had an experience that contravenes the DRAMSC policy, a member of the DRAMSC’s executive should be contacted.

5 POSITIONS AND RISK ASSESSMENT

The need to screen an applicant is dictated by the nature of the position and its inherent level of risk. A high risk position is defined as a position in which staff members, volunteers, or executive members are in direct contact with, or provide direct service to, vulnerable individuals, and in particular when the applicant will be in a position of trust, power or influence and whose contact is unsupervised and/or takes place off site.

The various levels of play in the sport have been ranked according to the level of risk associated with that position and the appropriate screening measures have been assigned to each level of risk.

5.1 Categorization of Positions

Table 1 Categorization of Club Positions By Risk

HIGH RISK POSITION	MEDIUM RISK POSITION	LOW RISK POSITION
<ul style="list-style-type: none"> • Competitive Team Officials (Representative) • All-star Team Officials • Select Team Officials 	<ul style="list-style-type: none"> • Recreational Team Officials (House League Officials U16-U19) • Club Executive and Administration Assistant 	<ul style="list-style-type: none"> • Recreational Team Officials (All other House League Officials) • Mini Soccer Team Officials

Note 1: Team Officials include: Coaches, Assistant Coaches, Managers and Convenors, but NOT Referees NOR Assistant Referees.

Note 2: High School and University students applying for Club positions will be subject to the same screening procedures as adults.

5.2 Screening Measures

Table 2 Required Screening Measures for Each Risk Category

HIGH RISK POSITION	MEDIUM RISK POSITION	LOW RISK POSITION
<ul style="list-style-type: none"> • Application Form (with references) • Interview by Selection Committee • References Checked Out • Criminal Records Check • Evaluation by Club 	<ul style="list-style-type: none"> • Application Form (Reference Checks Optional) • Criminal Records Check 	<ul style="list-style-type: none"> • Application Form (Reference Checks Optional)

Most applicants to the DRAMSC will probably be able to determine the screening measures they have to complete from the information provided in Table 1 and Table 2. However, any applicant who is unsure about their Risk Category, and the screening steps required, should contact a member of the DRAMSC Selection & Discipline Committee (See Section 9) for guidance.

The Application Form referred to in Table 2 is included in Section 7 this document, along with instructions for its completion. For applicants to Medium and High Risk positions in the DRAMSC, the forms and instructions for completing a Criminal Records Check are provided in Section 8. However, before proceeding with the application process it is important that applicants to the DRAMSC read Section 6, in order be aware of the Boundaries and Limitations they will be required to respect.

6 BOUNDARIES / LIMITATIONS

The DRAMSC has not developed job descriptions for the non-executive positions within the club. However, as required by the OSA, all officials/volunteers/employees associated with the DRAMSC must adhere to the following Boundaries and Limitations:

- 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 dress appropriately
- Shall adhere to OSA and Club policies, including:
 - Harassment Policy (Section 11);
 - Discipline Policy (Section 12);
 - Zero Tolerance Policy (Section 13)
 - Coach Code of Conduct (Section 14) or Referee Code of Conduct (Section 15)
- Shall embrace Club values, principles, and policy as per Club Constitution
- Shall demonstrate the ability to set and maintain standards for players (i.e. respect, self-discipline, fair play)

7 THE CLUB APPLICATION FORM

7.1 Introduction

As indicated in Table 2 in Section 5.2, all volunteers must complete an application form as part of the screening process. The application to be used by volunteers is given on the following pages. The DRAMSC Application Form is based upon that recommended by the OSA in a publication entitled *The Screening Handbook*.

7.2 The Form

The DRAMSC Application Form can be found on the following pages. Guidelines for the completion of this form can be found in Section 7.3.

**DEEP RIVER & AREA MINOR SOCCER CLUB - APPLICATION FORM
2005 SEASON**

SECTION A:

Name _____ Tel Home () _____
 Tel Business () _____
 Fax () _____

Address _____

City/Town _____ Province _____
 Postal Code _____ E-Mail Address _____

Coaching Position Preferred: (Age Group & Gender) 1st Choice _____
 2nd Choice _____
 3rd Choice _____

Do you have a son/daughter currently playing with the Club? Yes No

SECTION B: Coaching Qualifications

NCCP Number _____	Mini Coach _____
OSA Coach Number: _____	Community Coach Level 1 _____
Community Coach Senior: _____	Community Coach Level II _____
International Courses: _____	Provincial "B" Licence Part 1 OSA _____
	National "B" Licence Part II CSA _____
	National "A" Licence CSA _____

SECTION C: Previous Coaching Experience

If you have coached a team within the past three (3) years, please indicate: (i) Year; (ii) Club; (iii) Age Division; (iv) the League in which the team played.

1.	_____ / _____ / _____ / _____
	Year Club Age Division League
2.	_____ / _____ / _____ / _____
	Year Club Age Division League
3.	_____ / _____ / _____ / _____
	Year Club Age Division League

SECTION D: Additional Information

1. A resume outlining your qualifications for this coaching position may be attached.



SECTION E: REQUIREMENTS (NOT REQUIRED FOR LOW RISK POSITIONS):

1. A photocopy of your coaching levels attached to this application form
2. A current Criminal Records Check is a requirement of this position. A copy of such should be available for review at the time of interview.
3. Personal References (3):
 1. Name: _____
Address: _____
Telephone: (H) _____ (W) _____
 2. Name: _____
Address: _____
Telephone: (H) _____ (W) _____
 3. Name: _____
Address: _____
Telephone: (H) _____ (W) _____
4. A Personal Interview
5. Coaching candidates may be required to conduct a practice prior to selection to a coaching position.

I have reviewed and agreed to the role and position (as defined) and have accurately completed this application and understand that the above references may be contacted.

Signature

Date

SECTION F (For Club Use Only): *This application is submitted and held in confidence*

Date Received: _____	Date Received: _____
Photocopy of Qualifications: _____	Date Completed: _____
Criminal Records Check: _____	Date Completed: _____
Personal Reference Check: _____	Date Completed: _____
Interview: _____	Date Completed: _____
Practice session: _____	Date Completed: _____

Resume: Yes No



7.3 Guideline for Completion of The DRAMSC Application Form

7.3.1 Structure of the DRAMSC Application Form

The two-page DRAMSC Application Form is divided into a number of sections:

Section A: - Applicant name, address, telephone number etc. and nature of position applied for

Section B: - Coaching qualifications

Section C: - Previous coaching experience

Section D: - Additional information about previous coaching experience

Section E: - Additional information required for applicants to Medium and High Risk Positions

Section F: - Section for Club Use

The completion of most sections of the DRAMSC Application Form is straightforward.

However, the completion of Section B of the DRAMSC Application Form can present problems to applicants who may have completed some coaching courses. Such applicants are often unsure about the nature of the coaching qualifications they possess. Confusion over coaching qualifications arises in large part from the fact that coaching courses are available from two groups of organizations. The OSA and the Canadian Soccer Association (CSA) offer a variety of courses for soccer coaches. Additionally, a variety of organizations offer coaching courses under the National Coaching Certification Program (NCCP). The application form requests information about both OSA/CSA and NCCP coaching qualifications. However, it is important to note that while the OSA values the NCCP coaching qualifications, they are not a substitute for OSA/CSA qualifications. In order to be a qualified soccer coach it is necessary to have completed one of more of the OSA/CSA courses.

Sections 7.3.2 and 7.3.3 attempt to explain: the types of courses offered by the OSA/CSA and NCCP, how to determine your qualifications, and how each group identifies coaches.

7.3.2 Soccer Coaching Qualifications

The OSA offers courses designed specifically for soccer coaches working with young soccer players in community soccer clubs. A number of such courses are available:

- Community Course: Youth 1 (**Children**). A course of 9 hours duration for coaches working with players 5-8 years of age.
- Community Course: Youth 2 (**Youth**). A course of 9 hours duration for coaches working with players 9-12 years of age.
- Community Course: **Senior**. A course of 18 hours duration for coaches working with senior and/or competitive players 12-18 years of age.

Details about the nature and availability of coaching courses offered by the OSA can be obtained from the OSA website (<http://soccer.on.ca/>).

The OSA or CSA also offers a variety of more advanced coaching courses:

- Provincial “B” License Part I (OSA)
- National “B” License Part II (CSA)
- National “A” License (CSA)

Generally, upon completion of an OSA coaching course, participants in the course will be issued a diploma by the instructor. The diploma will bare the OSA logo and have a title such as

“Community Coaching Course -YOUTH 1 DIPLOMA”. The completion of such a course will cause both the OSA and Coaching Association of Canada (CAC) to issue coaching cards:

- The OSA will issue a Coach’s Registrant Activity Card (RAC) that features a unique Registrant Number. This card arrives by mail some months after the completion of the course. The RACs are valid for one soccer season. New cards are issued each soccer season.
- The CAC will issue a NCCP Coaching Card that features a unique Coaching Certification (CC) number. This card summarizes the individuals coaching qualifications (e.g. “Youth Soccer”, “Level 1”, “Technical” with the date the course was taken). This card arrives by mail some months after the completion of the course. Such cards are issued or re-issued when an individuals coaching qualifications change.

7.3.3 NCCP Program

The 3M NCCP is a collaborative program of the Government of Canada, the provincial/territorial governments, the national/provincial/territorial sports federations, and the CAC.

The NCCP maintains a database of individuals that have passed NCCP approved courses:

3M NCCP Database
Coaching Association of Canada
141 Laurier Avenue West, Suite 300
Ottawa, ON, K1P 5J3
Telephone: (613) 235-5000
Fax: (613) 235-9500
Email: coach@coach.ca
Web site: www.coach.ca

NCCP Level 1 Theory Clinics that are of value to coaches in “all sports disciplines” are sometimes offered locally.

The OSA web site states with regard to these NCCP Theory qualifications “Theory Courses are optional and are not mandatory for Community Coaching Certification. The OSA recognizes the importance of coaches completing NCCP Theory components”.

7.4 *Submission of Completed Application Form to the DRAMSC*

Once completed, the DRAMSC Application Form should be given to a member of the DRAMSC Selection & Discipline Committee (Section 9). For most applicants to Low Risk positions with the DRAMSC, the submission of the completed the DRAMSC Application Form will complete the application process. The Selection & Discipline Committee will subsequently inform the applicant of the outcome of the application process.

8 CRIMINAL RECORD CHECK

8.1 *Introduction*

As indicated in Section 5.2, applicants for Medium and High Risk positions within the DRAMSC must submit to a Criminal Record Check (CRC) prior to appointment with the Club. **Please note that CRCs performed for other organizations, no matter how recent, cannot be used for the DRAMSC application process. A CRC must be performed specifically for the DRAMSC.**

The DRAMSC Selection & Discipline Committee will check that all CRCs submitted to the DRAMSC are in order. The nature and responsibilities of the Selection & Discipline Committee are described in Section 9 of this document. Guidelines for the completion of the CRC are provided in Section 8.2. Section 8.3 explains how the information generated by the CRC is used by the DRAMSC. Section 8.4 describes the types of past conduct that will disqualify applicants for positions with the DRAMSC.

Following initial appointment to a position within the DRAMSC that requires a CRC, no additional CRCs will be required for a period of four years as long as one serves with the DRAMSC without interruption.

The DRAMSC has a Privacy Policy to protect the privacy of all applicants and members of the DRAMSC. The Privacy Policy of the DRAMSC is described in Section 10 of this document.

8.2 Guide to Completion of Criminal Record Check (CRC)

The standard procedure for individuals completing a CRC is described in Section 8.2.1. Given the relatively large number of applicants requiring CRCs, the Deep River Police have suggested a modified process for handling a group of DRAMSC applicants requiring CRCs. The group completion of CRCs avoids the need for applicants to go to the Police Station in person. This process is described in Section 8.2.2. It should be noted that the group completion of CRCs for the DRAMSC might only occur once a year. Also, the Deep River Police can at any time withdraw the offer to process groups CRCs in this manner.

Applicants to the DRAMSC that require a CRC should check with a member of the DRAMSC Selection & Discipline Committee (See Section 9) to determine which CRC completion process they should use.

Presently, the Deep River Police will complete a CRC for free for any applicant who either lives in Deep River or is volunteering for a Club or Organization based in Deep River. Thus, all volunteers for the DRAMSC should get the CRC performed for free.

Given that many applicants to the DRAMSC will interact with young children, it is necessary to complete two separate forms:

- 1) *Consent to Disclosure of Criminal Record Information;*
- 2) *Consent for a Criminal Record Check for a Sexual Offence for which a Pardon Has Been Granted or Issued*

8.2.1 CRC Completion Procedure for Individual Applicants

- The applicant must go in person to the Police Station to request a CRC and complete the required forms.
- Two pieces of identification are required, including at least one piece of photo-identification, such as a drivers licence.
- During normal business hours (Monday-Friday, 8:30-16:30 hours), the Deep River Police can usually complete the CRC while you wait.
- The information obtained by performing the CRC will be provided in summary form.
- It is the responsibility of the applicant to decide whether they wish to provide the information to the DRAMSC, or simply withdraw from the application process.
- If, after the Police Service has provided the requested information to the applicant, and that information has been disclosed by the applicant to the DRAMSC, there may be a

further need to clarify or expand on the information provided. The DRSMSC may then contact the Police Service or vice versa, and details may be directly supplied to the DRAMSC. This, provided that the consent forms have been signed by the applicant, absolving the Police Service of any liability.

8.2.2 *CRC Completion Procedure for Groups of Applicants*

- The applicant obtains copies of the required forms from the DRAMSC.
- Applicant returns completed forms, along with a good quality photocopy of their drivers licence, to a member of the DRAMSC Selection & Discipline Committee or the DRAMSC Administration Assistant.
- A member of the DRAMSC Selection & Discipline Committee or the DRAMSC Administration Assistant will submit the documentation to Deep River Police for completion of the CRC.
- The information obtained by performing the CRC will be provided in summary form to a member of the DRAMSC Selection & Discipline Committee.
- If, after the Police Service has provided the requested information to the DRAMSC, there may be a further need to clarify or expand on the information provided. The DRSMSC may then contact the Police Service or vice versa, and details may be directly supplied to the DRAMSC. This, provided that the consent forms have been signed by the applicant, absolving the Police Service of any liability.

8.3 *Use of Criminal Record Check Information by the DRAMSC*

- The Selection & Discipline Committee will decide upon the suitability of the applicant. As noted in Section 8.2, this may require a member of the Selection & Discipline Committee to contact the Police Service to obtain further information pertaining to the results of the CRC.
- The Selection & Discipline Committee will complete a *DRAMSC Criminal Record Check Verification Form* (See Section 17). This form contains a minimum of information. (Name of applicant, application date, description of position applied for, and a simple Yes/No statement as to whether the application was successful.)
- The completed DRAMSC Criminal Record Check Verification Form will be retained by the DRAMSC.
- No copies of the CRC will be made by the DRAMSC. The original CRC will be returned to the applicant once the DRAMSC Criminal Record Check Verification Form has been completed and signed.

8.4 *Criminal Records Checks And Unacceptable Behaviours*

If the CRC indicates that any individual has exhibited unacceptable behaviours, that individual will be automatically precluded from filling any volunteer position with the DRAMSC. Such individuals will be rejected as an applicant and dismissed from any staff or volunteer position with the DRAMSC.

Based upon the recommendations of the OSA, the 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 of trust including theft or fraud
- Criminal driving offences, including but not limited to impaired driving.

The DRAMSC will examine CRCs 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 CRC reveals a criminal conviction outside of the unacceptable behaviours, or police contact, can have an opportunity to discuss the information revealed in their CRC with the President of the DRAMSC. Consideration will be given to the following:

- 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 bona fide requirement of the nature of the position),
- Efforts made at 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.

Regardless of whether the applicant is or is not accepted, the CRC will be returned to the applicant and a DRAMSC Criminal Record Check Verification Form will be completed, signed and retained by the DRAMSC.

If an applicant is not accepted because of the information received from the CRC, the applicant can have an opportunity to discuss the decision with the President of the DRAMSC.

8.5 Forms for Criminal Record Check

8.5.1 Deep River Police - Consent to Disclosure of Criminal Record Information

8.5.2 Deep River Police - Consent For A Criminal Record Check For A Sexual Offence For Which A Pardon Has Been Granted Or Issued



CONSENT TO DISCLOSURE OF CRIMINAL RECORD INFORMATION
Release & Discharge Relating to Consent

I, _____
Print-Surname Given Name(s) Middle Name(s)
Date of Birth Maiden name (if applicable)

Address

hereby authorize the Deep River Police Service to release to:

Name of Organization(s) or Person(s)

such records of criminal convictions obtained through the Canadian Police Information Centre (CPIC), for which a pardon has not been granted, and records of outstanding criminal charges of which the Deep River Police Service is aware.

RELEASE AND DISCHARGE

I hereby release and forever discharge Her Majesty the Queen in right of Ontario, the Chief of the Deep River Police Service and all members and employees of the said Service from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of information by any of the aforementioned to the above named organization(s) or person(s). This consent is given by me, for all purposes, including pursuant to the Freedom of Information and Protection of Privacy Legislation.

I acknowledge that information so disclosed may be confirmed only by a comparison of the fingerprints on file to which any criminal record relates.

Date Signature

CONFIDENTIAL

This record and the information contained therein, is being provided in confidence and shall not be disclosed to any organization(s) or person(s) with the exception of the organization(s) or person(s) named above.

- Our record search:
[] Vulnerable Persons Check
[] fails to reveal any record relating to the above subject.
[] indicates the following information may relate to the above subject.

Date: _____
Michael Ueltzhoffer
Chief of Police.



CONSENT FOR A CRIMINAL RECORD CHECK FOR A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED OR ISSUED

Surname

Given Name(s)

Middle Name(s)

Date of Birth

Maiden name (if applicable)

Address

Place of Birth

Previous addresses (if any) within the last 5 years

I am an applicant for a paid or volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons:

Description of the paid or volunteer position

Name of Organization

Provide details regarding the children or vulnerable persons:

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a pardon for any of the sexual offences that are listed in the schedule to the *Criminal Records Act*.

I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the *Criminal Records Act* in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to the police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification that information will be disclosed to that person or organization.

Signature

Date

9 SELECTION & DISCIPLINE COMMITTEE

The DRAMSC shall annually appoint a Selection & Discipline Committee with the responsibility to appoint team officials for the appropriate positions taking into consideration the screening criteria. The Selection & Discipline Committee shall be comprised of three adults (not all of the same gender):

- President
- Volunteer Screening Coordinator
- One other individual appointed by the Board of Directors

10 PRIVACY POLICY

The DRAMSC is committed to safeguarding the confidentiality of personal information gathered during the volunteer screening process. This includes information received from the applicant directly, from the police or from references given by the applicant.

The information received through the screening process will only be used to determine if an applicant is suitable as a volunteer for the DRAMSC.

Only the members of the DRAMSC Selection & Discipline Committee and the DRAMSC Administration Assistant will have access to the personal information gathered during the volunteer screening process.

All members of the DRAMSC Selection & Discipline Committee and the DRAMSC Administration Assistant are required to sign the OSA Oath of Confidentiality, see Section 16.

The personal information gathered during the volunteer screening process will be stored in a locked cabinet under the control of the DRAMSC Administration Assistant.

The information gathered during the screening process will be retained by the DRAMSC for a period of four years. (As mentioned in Section 8.1, volunteers serving continuously in positions with the DRAMSC that require CRCs, need to have a CRCs performed every four years)

The information gathered during the screening process will not be disclosed to other organizations or individuals with the sole exception of the police. Information will be disclosed to the police if required to facilitate the completion of a CRC that is being performed as part of the DRAMSC volunteer application process.

As described in Section 8.3, the DRAMSC will not retain the CRC of applicants once the application process has been completed. The CRC of all applicants will be returned to the applicant once the DRAMSC Criminal Record Check Verification Form has been completed and signed.

11 HARASSMENT POLICY

- The DRAMSC will abide by the Harassment Policy of the OSA.
- In the event someone in the DRAMSC wishes to lodge a harassment complaint such shall be submitted in writing to the District's Harassment Officer(s). The address of the District Office is given in Section 18.2.

- The Harassment policy is available through the DRAMSC and through the OSA web site (www.soccer.on.ca).

12 DISCIPLINE POLICY

12.1 Playing/Coaching While Under Suspension

- Any player who participates in any games or practices involving DRAMSC teams while under suspension will be subject to further discipline.
- A team will forfeit any points accumulated during games in which a suspended player participated in any fashion
- A coach who allows a suspended player to participate in any games or practices while under suspension will be subject to further discipline.

12.2 Coaches Responsibilities

- The Coach or Team official in charge at the game in which an ejection occurs must notify the League Convenor or DRAMSC President member within 24 hours.

12.3 League Convenor's Responsibilities

- Upon being notified of an ejection, the League Convenor will notify the DRAMSC President and League Coaches of the player or coach who is subject to an automatic suspension
- Notification to the Coaches need not be given until the night before the next regularly scheduled game.

12.4 Selection & Discipline Committee

Volunteers not adhering to the Terms of Reference set out for their position shall be referred to the Selection & Discipline Committee (see Section 9).

All discipline matters shall be handled in writing.

13 ZERO TOLERANCE POLICY

13.1 Introduction

The DRAMSC is a strong supporter of making sport safe for our youth. Over the last couple of years, verbal abuse directed towards referees has been a particular problem. Accordingly, the DRAMSC has set up the following policy to help ensure the safety and enjoyment of all.

13.2 Policy

Any coach, parent, grandparent or guardian judged by the DRAMSC Selection & Discipline Committee to be guilty of abusive conduct towards a game official during a DRAMSC House League game will be reprimanded in writing. A second conviction, during the same season will result in the member being restricted from all services rendered by the Club including attendance

at all soccer activities within the Club. In extreme cases, as determined by the Selection & Discipline Committee, a member may be reinstated subject to a review hearing.

13.3 Policy Procedures

When a game official feels that they are being abused, as per the scope of this policy, by either a coach or fan, the official will be allowed to suspend the playing of the game. If the abuse is physical, the game official is advised to inform the coaches that the game has been abandoned and then proceed with Step 1 (see below).

The official will then verbally advise both coaches that the game has been stopped due to the abuse and inform both coaches as to the source of the abuse. If the source is one of the coaches, the official will advise the coach that the next occurrence of a similar nature will result in an abandonment of the game and that a report to the DRAMSC Selection & Discipline Committee will be sent in for review. If the source is a fan, the appropriate coach will provide the official with the name of the fan and the coach must advise the fan that the next occurrence of a similar nature will result in an abandonment of the game. Further, a report to the DRAMSC Selection & Discipline Committee will be sent in for review. If the fan is not associated with either team, both coaches are asked to speak to the fan and ask the individual to leave.

Once the prescribed action described above has been completed, the game will restart with a dropped ball between the two teams at the location where the play was stopped.

If the abuse continues, the official will be allowed to stop any further playing of the game and advise the coaches that the game has been abandoned and that a special incidence report will be forwarded to the DRAMSC Selection & Discipline Committee. The official must clearly indicate on the game sheet that the game was abandoned due to abuse.

- Step 1 The game official must contact either their Referee Coordinator or a member of the Executive to verbally report the incident within 24 hours.
- Step 2 A Special Incident Report, with the assistance of the Referee Coordinator or a member of the Executive, if required, must then be forwarded to the DRAMSC within 72 hours.
- Step 3 The DRAMSC Selection & Discipline Committee will then review and deal with the report as per their guidelines.
- Step 4 If the game was abandoned due to the conduct of a fan not associated with either team, the Executive will determine the status of the game.

If the game continues without any further incident, the game official is advised to inform their Referee Coordinator that the game was temporarily suspended due to abuse towards a game official.

Further, a note should be made on the game sheet.

14 COACH CODE OF CONDUCT

Commitment: A coach's commitment is to improve the performance of the players and the team physically and mentally. A coach needs to provide a high quality soccer program for players within a positive environment / atmosphere.)

Know Your Subject: A Coach must be thoroughly acquainted with FIFA Laws of the Game and they must keep attuned to the sound principles of Coaching.

Respect: Coaches must respect all human beings i.e., players, and officials. Opponents and

officials must be treated with respect. Players must be coached to win within the laws of the Game.

Enthusiasm: Coaches must be enthusiastic and positive. They must ensure that they are generous with their praise when deserved.

Personal Conduct: A Coach must maintain the high standards of personal conduct and fair play. Coaches should never be involved in any circumstance that is offensive or suggests sexual connotations.

15 REFEREE CODE OF CONDUCT

To ensure a safe environment for all Soccer participants, referees have been given special responsibilities and are therefore expected to act with professionalism and courtesy at all times. There is an OSA Board approved "Code of Conduct" for Ontario Referees that is given below.

Game officials having certain privileges through and by the OSA, with respect to the game, shall realize and respect their responsibilities and duties to the OSA and the game. The OSA endorses the Canadian Soccer Association's "Code of Ethics" for Game Officials.

Specifically Game Officials shall:

- a) Conduct themselves with dignity both on and off the field of play and shall, by example, endeavour to inspire the true principles of fair play and earn the respect of those whom they serve;
- b) Not cause the OSA to become involved in any controversial matters and shall abide by the rules and regulations of the jurisdiction in which they officiate;
- c) Adhere to all standards and directives;
- d) Always be neat in appearance and maintain a high level of physical and mental fitness;
- e) Study the Laws of the game and be aware of all changes, and shall enforce all said Laws and changes;
- f) Perform their designated responsibilities, including attending organized clinics and lectures, etc., and shall assist their colleagues in upgrading and improving their standards of officiating, instructing and assessing;
- g) Honour any appointments made for and accepted by them unless unable to do so by virtue of illness or personal emergency;
- h) Not publicly criticize other officials or any soccer association nor shall they make any statements to the media related to any game in which they were involved;
- I) Be subject to disciplinary action for not complying with this Code of Conduct.

16 OATH OF CONFIDENTIALITY

Completion of the following oath by members of the Discipline & Selection Committee is required by the DRAMSC as recommended in by the OSA in *The Screening Handbook*.



THE ONTARIO SOCCER ASSOCIATION

OATH OF CONFIDENTIALITY

This agreement made this _____ day of _____ 20_____
(Day) (Month) (Year)

Between:

Deep River and Area Minor Soccer Club

and

(Name)

I understand that all information directly or indirectly received through my involvement with the Soccer Club, is to be kept strictly private and confidential. This would include all business related to the Club (i.e., financial information, personnel issues relating to staff and other volunteers, and participant/family information).

A break in this oath of confidentiality may result in my being asked to leave my position with the Club.

I have read and understand all of the above.

Dated:

Name

Dated:

Name:

17 CRIMINAL RECORD CHECK VERIFICATION FORM

After an applicant has completed a Criminal Record Check, the *Criminal Record Check Verification Form* is the sole document to be retained by the DRAMSC.

Deep River & Area Soccer Club

Criminal Record Check Verification Form

Deep River & Area Soccer Club Screening & Discipline Committee has reviewed the criminal record check

for _____ Dated: _____

We have **accepted** the above as a volunteer for the Deep River & Area Soccer Club.

We have **rejected** the above as a volunteer for the Deep River & Area Soccer Club.

Applicant's Signature _____ Date _____

Signed by _____ Date _____

Witnessed by _____ Date _____

18 CONTACT INFORMATION

18.1 Deep River & Area Minor Soccer Club (DRAMSC)

Deep River & Area Minor Soccer Club
Mailing Address: P.O. Box 1225, Deep River, Ontario, K0J 1P0
Email: info@dramsc.ca
Website: <http://www.dramsc.ca>

18.2 OSA District Office

Soccer Northeastern Ontario
Location: 170 Ellis Avenue, Pembroke, Ontario
Mailing Address: P.O. Box 794, Pembroke, Ontario, K8A 6X9
Phone / Fax: (613) 635-7765
Website: www.soccer-northeastern.com

18.3 The Ontario Soccer Association

The Ontario Soccer Association
7601 Martin Grove Road, Vaughan, Ontario, L4L 9E4
Phone: 905 264 9390
Fax: 905 264 9445
Email: TheOSA@soccer.on.ca
Website: www.soccer.on.ca

18.4 The Canadian Soccer Association

The Canadian Soccer Association
Place Soccer Canada, 237 Metcalfe Street, Ottawa, ON, K2P 1R2
Tel: (613) 237-7678
Fax: (613) 237-1516
Website: www.canadasoccer.com

18.5 Fédération Internationale de Football Association

Fédération Internationale de Football Association (FIFA)
FIFA House, Hitzigweg 11, P.O. Box 85, 8030 Zurich, Switzerland
Telephone: +41-43/222 7777
Fax: +41-43/222 787
Website: www.fifa.com