



# **VOLUNTEER SCREENING POLICY**

# Petawawa Minor Soccer Club (PMSC) Volunteer Screening Policy



## Contents

1. Definitions .....	3
2. Purpose .....	3
3. Risk assessment of various positions	
3.1 Low risk category .....	3
3.2 Medium risk category .....	4
3.3 High risk category .....	4
4. Policy.....	4
5. Screening Committee .....	5
6. How to obtain a Police Record Check .....	5
7. Procedure for submitting and reviewing documents .....	6
8. Relevant Offenses .....	7
9. Criminal Convictions .....	7
10. Records.....	8
11. Appendix A: <a href="#">Oath of Confidentiality</a> .....	9
12. Appendix B: <a href="#">PMSC Volunteer Letter for PRC-VS</a> .....	10
13. Appendix C: <a href="#">PMSC Screening Disclosure Form</a> .....	11

## 1. Definitions

The following terms have these meanings in this Policy:

- a) “*PMSC*” – Petawawa Minor Soccer Club
- b) “*Police Record Check*” – A search of the RCMP criminal records database to determine whether the individual has a criminal record (PRC)
- c) “*Vulnerable Sector Check*” – A secondary part of the Police Record Check, for individuals who are volunteering in a vulnerable sector (such as with minor athletes or with persons with a disability), which also searches for the existence of any pardoned sex offenses and/or charges (VS).

## 2. Purpose

The PMSC understands that screening personnel and volunteers is a vital part of providing a safe sporting environment. The PMSC is responsible, by law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities, and events. The purpose of screening is to identify individuals involved with PMSC activities who may pose a risk to the PMSC and its participants.

## 3. Risk assessment of various positions

This Policy applies to all individuals whose position with the PMSC is one of trust or authority which may relate to, at a minimum, finances, supervision, young people, or people with a disability. All PMSC positions are categorized into three risk groups: low, medium, and high.

### **3.1 Low risk category**

The following positions are considered low risk:

- Team officials for grassroots players in the U3 to U10 age group
- PMSC Administrator
- PMSC Registrar
- PMSC Equipment Manager

- Applicants for above positions will:
  - Complete an application form indicating that the individual has read and understands the PMSC's policies and procedures
  - Participate in orientation as determined by the PMSC

### **3.2 Medium risk category**

The following positions are considered medium risk:

- Team officials for grassroots players in the U11 to U12 age group
- Team officials for recreational players in the U13 to U18 age group
- PMSC Board of Directors
- Applicants for above positions will:
  - Complete an application form indicating that the individual has read and understands the PMSC's policies and procedures
  - Complete and provide a PRC-VS
  - Complete and provide annually a screening disclosure form
  - Participate in orientation as determined by the PMSC

### **3.3 High risk category**

The following positions are considered high risk:

- Team officials for players of Competitive or select teams in the U13 to U18 age group
- PMSC Head Coach
- PMSC Head Referee
- Applicants for above positions will:
  - Complete an applications form indicating that the individual has read and understands the PMSC's policies and procedures
  - Complete and provide a PRC-VS
  - Complete and provide annually a screening disclosure form
  - Provide one letter of reference
  - Participate in orientation as determined by the PMSC
  - Be interviewed by the screening committee

## ***4. Policy***

Failure to participate in the screening process as outlined in this policy will result in the individual's ineligibility for the position sought. If an individual subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to the PMSC Screening Committee. If an individual provides falsified or misleading information, the individual will immediately be removed from their PMSC position and may be subject to further discipline.

## 5. *Screening Committee*

The implementation of this policy is the responsibility of the *PMSC Screening Committee* which is a committee of three (3) members appointed by the PMSC Board of Directors. The PMSC will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess PRC-VSs and the Screening Disclosure Form and render decisions under this Policy.

In order to safeguard the confidentiality of personal information gathered during the screening process, all members of the Screening Committee shall sign the Oath of Confidentiality (Appendix A).

The Board of Directors may remove any member of the Screening Committee. When a position on the Screening Committee becomes vacant, either because a member has been removed or because a member has resigned, the PMSC Board of Directors will appoint a replacement member.

The Screening Committee is responsible for reviewing all PRC-VSs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions within the PMSC. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.

## 6. *How to obtain a Police Record Check*

Every volunteer applicant is responsible for obtaining their own PRC-VS for PMSC. The applicant obtains the PRC-VS from their local police service (e.g., the Ontario Provincial Police for residents of Petawawa/Pembroke, or the Military Police for members living on Garrison Petawawa). A sample letter to the police is available in Appendix B.

Fingerprinting may be required if there is a positive match with the individual's gender and birth date.

## *7. Procedure for Submitting and Reviewing Documents*

The Screening requirements defined in this policy will be submitted to the PMSC Screening Committee in an envelope marked "Confidential". Individuals who do not undertake the screening requirements required by this policy will receive a notice to that effect and will be informed that their application and/or position will not proceed until such time as the screening requirements are followed.

The Screening Committee will review all submitted documents and determine if the individual has committed a relevant offense. Subsequent to its review, 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.

If an individual's documents do not reveal a relevant offense, the Screening Committee will advise the appropriate person that the individual is eligible. If an individual's documents reveal a relevant offense, the Screening Committee will render its decision and provide notice of its decision to the appropriate person. After providing notice, the Screening Committee will return or destroy the PRC-VSs. PRC-VSs are valid for a period of five years and Screening Disclosure Forms must be completed on an annual basis. However, the Screening Committee may request that an individual provide a PRC-VS or a Screening Disclosure Form for review and consideration at any time. Such requests will be in writing and reasons will be provided for such a request.

## 8. Relevant Offences

Provided a pardon has not been granted, the following examples are considered to be relevant offenses:

*a) If imposed in the last five years:*

- i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving
- ii. Any offense for trafficking and/or possession of drugs and/or narcotics
- iii. Any offense 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 offense involving a minor or minors

*c) If imposed at any time:*

- i. Any offense involving the possession, distribution, or sale of any child-related pornography
- ii. Any sexual offense
- iii. Any offense involving theft or fraud

## 9. Criminal Convictions

An individual's charge or conviction for any of the following Criminal Code offenses may result in expulsion from the PMSC and/or removal from the PMSC designated position(s), competitions, programs, activities and events upon the sole discretion of the PMSC Board of Directors:

- a) Any offense of physical or psychological violence
- b) Any crime of violence including but not limited to, all forms of assault
- c) Any offense involving trafficking of illegal drugs
- d) Any offense involving the possession, distribution, or sale of any child-related pornography
- e) Any sexual offense
- f) Any offense involving theft or fraud

## *10. Records*

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.



# 11. Appendix A: Oath of Confidentiality

**Name of Recipient:** \_\_\_\_\_  
(Hereinafter "Recipient")

### Introduction

1. The Recipient may become exposed to Confidential Information through the course of their involvement with the Petawawa Minor Soccer Club (the PMSC). In order to clearly define the parameters to such disclosure and involvement, the Recipient agrees as follows:

### Confidential Information

2. The Confidential Information to be disclosed by the PMSC to the Recipient ("Confidential Information") can be described as and includes:

- a) Information relating to any athlete or group of athletes;
- b) All personnel-related information;
- c) Financial or charitable activities;
- d) Strategic and operational plans; and
- e) The content of all contracts and agreements, such as personal service contracts, and other licensing agreements

### Responsibilities

3. The Recipient will:

- a) Keep in strictest confidence, at all times, all Confidential Information.
- b) Not publish, communicate, divulge or disclose to any unauthorized third party or parties, any Confidential Information, without the prior written consent of the PMSC.
- c) Not allow other third parties access to the Confidential Information.
- d) Comply with the requirements of the Personal Information Protection and Electronic Documents Act.
- e) Not use the Confidential Information for personal advantage or private speculation.
- f) Limit disclosure of Confidential Information within PMSC to individuals having a need to know.

### Ownership and Return of Confidential Information

4. All Confidential Information shall remain the sole property of the PMSC. The Recipient shall have no right to (and agrees not to) copy, duplicate or reproduce in any fashion any of the Confidential Information without the PMSC's prior written consent.

5. Upon written request by the PMSC, the Recipient shall promptly return all materials and documents containing Confidential Information and shall ensure that any and all materials and documents prepared in conjunction with or as a result of any Confidential Information shall be destroyed and that the Recipient shall provide the PMSC with written confirmation of same.

### Legal Recourse

6. The Recipient agrees that in the event of any breach or threatened breach by the Recipient, the PMSC Board of Directors may terminate the Recipient's involvement with the PMSC or any other legal remedies which may be available.

### Acknowledgement

The Recipient acknowledges that they have read and understand this Agreement and voluntarily accept the duties and obligations set forth herein.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Print Recipient's Name \_\_\_\_\_ Recipient's Signature \_\_\_\_\_

## 12. Appendix B: PMSC Volunteer Letter for PRC-VS



Petawawa Minor Soccer Club  
P.O. Box 53, Petawawa, ON, K8H 2X1  
[www.petawawaminorsoccer.com](http://www.petawawaminorsoccer.com)

20\_\_, \_\_\_\_\_

To whom it may concern:

This is to advise you that \_\_\_\_\_ has applied to volunteer with the Petawawa Minor Soccer Club (PMSC), for the position of \_\_\_\_\_.

In this position, the volunteer will be working with soccer players under 18 years of age. As part of the club's volunteer screening, the PMSC Board of Directors requires a vulnerable sector screening, which includes:

- Criminal record, including youth records that are disclosable pursuant to the Youth Criminal Justice Act;
- Pardoned sexual offenses; and
- Probation, prohibition and other judicial orders that are in effect.

Sincerely, \_\_\_\_\_

Reena Gillespie, Volunteer Screening Coordinator  
Petawawa Minor Soccer Club, 343-347-6214  
[volunteer@petawawaminorsoccer.com](mailto:volunteer@petawawaminorsoccer.com)

### 13. Appendix C: PMSC Screening Disclosure Form



Name: \_\_\_\_\_

Current Permanent Address:

\_\_\_\_\_

Street	City	Province	Postal Code
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Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_  
YYYY / MM / DD

Email: \_\_\_\_\_

**1. Have you ever been convicted of a crime for which a pardon has not been granted?**

Yes \_\_\_ No \_\_\_ If yes please, please describe below for each conviction:

Name or Type of Offense \_\_\_\_\_

Name and Jurisdiction of Court/Tribunal \_\_\_\_\_

Year Convicted \_\_\_\_\_

Penalty or Punishment Imposed \_\_\_\_\_

Further Explanation \_\_\_\_\_

**2. Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you?**

Yes \_\_\_ No \_\_\_ If yes please, please explain for each pending charge:

Name or Type of Offense \_\_\_\_\_

Name and Jurisdiction of Court/Tribunal \_\_\_\_\_

Further Explanation \_\_\_\_\_

**3. Has any civil court made a finding, judgment or ruling against you, or have you entered into an out of court settlement relevant to the profession of coaching, the sport of soccer or any other sport?**

Yes \_\_\_ No \_\_\_ If yes please, please describe each finding, judgment or ruling below:

Civil Court Finding \_\_\_\_\_

Out of Court Settlement \_\_\_\_\_

Type Finding \_\_\_\_\_

Year of Offense or Settlement \_\_\_\_\_

Penalty or Punishment Imposed \_\_\_\_\_

Further Explanation \_\_\_\_\_

**4. Have you ever been the subject of a decision of a court or tribunal that might reflect adversely on the profession of coaching, the sport of soccer, or any other sport?**

Yes \_\_\_ No \_\_\_ If yes please, please describe below:

Type of Offense \_\_\_\_\_

Year of Decision \_\_\_\_\_

Penalty or Punishment Imposed \_\_\_\_\_

Further Explanation \_\_\_\_\_

**5. Have you ever been dismissed from a position due to allegations of ethical or moral misconduct?**

Yes \_\_\_ No \_\_\_ If yes please, please describe below:

Name of Applicable Organization \_\_\_\_\_

Date of Dismissal \_\_\_\_\_

Reason for Dismissal \_\_\_\_\_

**6. Have you ever been disciplined or sanctioned by an international sport tribunal, by a National sport governing body outside Canada, by a National Sport Organization within Canada, or by any other sport organization?**

Yes \_\_\_ No \_\_\_ If yes please, please describe below:

Name of Applicable Organization \_\_\_\_\_

Date of Discipline or Sanction \_\_\_\_\_

Reason for Discipline or Sanction \_\_\_\_\_

**PRIVACY STATEMENT**

By completing and submitting this Screening Disclosure Form, I consent and authorize the Petawawa Minor Soccer Club to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Enhanced Police Information Check and/or Vulnerable Sector Verification (when permitted by law) for the purposes of screening, implementation of the Petawawa Minor Soccer Club's Volunteer Screening Policy, administering membership services, and communicating with National Sport Organizations, Provincial/Territorial Sport Organizations, Sport Clubs, and other organizations involved in the governance of sport. The Petawawa Minor Soccer Club does not distribute personal information for commercial purposes.

**Certification:**

I hereby certify that the information contained in this application is accurate, correct, truthful and complete.

I further certify that I will immediately inform the PMSC Screening Committee of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in termination of membership, withdrawal of volunteer responsibilities or other privileges and/or further disciplinary action.

Name (Print): \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
YYYY/MM/DD