

Club Volunteer Screening Program

The Bracebridge Soccer Club Volunteer Screening Policies have been adapted from the direction and guidelines provided by the Ontario Soccer Association, particularly in relation to the Ontario Soccer Association's Policy on Harassment (Policies 1 through 9) as revised 10 December 2007, which has been adopted as the B.S.C. guiding principles on Screening and Harassment.

10.1 CLUB SCREENING POLICY

10.1.1 The Bracebridge Soccer Club 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.

10.1.2 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 BSC. This screening process will be comprised of a variety of measures such as those listed in this Policy

10.3. 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 its Membership preferably via the Club web site. The Membership should be advised that if he/she believes they have had an experience that contravenes the Club policy, the Screening, Harassment, Discipline and Dispute Resolution Officer should be contacted.

10.1.4 BSC will prepare an organizational chart that illustrates to whom the volunteers and staff are accountable. The Chart will help members understand the reporting lines in the event an issue needs to be investigated.

10.2 CONFIDENTIALITY OF PERSONAL INFORMATION

10.2.1 Once BSC receives information about an applicant, whether from the applicant directly or from the police, the organization becomes responsible for that information and is then subject to many of the same legal requirements and regulations as other holders of personal information, in terms of confidentiality and access. BSC will only obtain personal information to facilitate it's Club Screening Policy.

10.2.2 To safeguard the confidentiality of personal information gathered during the screening process.

1. Only members of the Screening, Harassment, Discipline and Dispute Resolution Committee (SHDDR) will review personal information including the police records check,
2. Information received through the screening process will only be used to determine if an applicant is suitable for a specific position. The SHDDR Committee will notify only the required executive or selection committee members that an applicant has "Passed" or "Failed" the screening process.
3. Confidential information will be maintained by members of the SHDDR Committee and should be stored in a locked cabinet wherever possible, and should never be stored in an unlocked cabinet at any BSC facility,
4. BSC will take all reasonable steps to protect the confidentiality of personal information and as soon as any documents containing personal information are no longer required by BSC. It will endeavor to promptly return all such information to the applicant or will destroy such documents.

10.3 POSITIONS AND RISK ASSESSMENT

10.3.1 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, 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 an 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.

For example, a high risk position is defined as a position in which staff members, volunteers, or Board 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.

10.3.2 Definition of Positions:

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.

10.3.2.1 HIGH RISK POSITION

1. Rep Team Head Coach
2. Technical or Academy Staff

10.3.2.2 MEDIUM RISK POSITION

1. All other Rep Team Officials
2. All other Technical Program Volunteers

10.3.2.3 LOW RISK POSITION

1. All other BSC Officials

10.3.3 BOUNDARIES/ LIMITATIONS OF CLUB OFFICIALS AND VOLUNTEERS:

1. Shall never be alone with a player
2. Shall be a role model
3. Shall ADHERE to OSA and Club policies
4. Shall embrace Club values, principles, and policy as per Club Manuals, guidelines and policies.
5. Shall demonstrate the ability to set and maintain standards for players (i.e. respect, self-discipline, fair play)
6. Should not be responsible for transportation to/from practices/games/tournaments. In the event that a club official is involved in the transportation of players the official should ensure that parental consent is obtained.
7. Should not be responsible for water or snacks

10.3.4 SCREENING MEASURES:

Screening measures shall be overseen by the Screening, Harassment, Discipline and Dispute Resolution Officer, and at least one member of that committee.

10.3.4.1 HIGH RISK POSITION

1. Application Form
2. Vulnerable Sector Check (Police Record Name Check if under 18 years of age)*
3. Interview by Technical Committee Member(s)
4. Evaluation by Club#

10.3.4.2 MEDIUM RISK POSITION

1. Vulnerable Sector Check (Police Record Name Check if under 18 years of age)*
2. Interview by Technical Committee member

10.3.4.3 LOW RISK POSITION

1. Approved and appointed by Technical Committee for Academy and Rep Team positions.
2. Approved and appointed by House League Committee for House League positions.

* A Vulnerable Sector Check or Police Record Name Check will be required by BSC on all applicable Club Officials or Volunteers at least every two years.

All Medium and High Risk Appointments will be approved by the Club's Technical Committee. All High Risk Appointments will be presented for approval by the BSC Executive. Potential coaches may be approved by the BSC Executive subject to approval by the SHDDR committee.