

Bracebridge Soccer Club
Policies for Handling of Police Checks of Volunteers
Updated February 15, 2015

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 Bracebridge Soccer Club. The BSC Screening Policies have been adapted from the direction and guidelines provided by the Ontario Soccer Association. As part of these policies, certain positions are required to submit a Vulnerable Sector Check prior to appointment with the Club (or a Police Record Name Check in under 18 years of age).

POLICE VULNERABLE SECTOR CHECKS AND UNACCEPTABLE BEHAVIOURS

These guidelines identify how our Club will deal with an applicant's Vulnerable Sector Check (VSC) that shows a Negative Result.

We have identified a number of unacceptable behaviours, and any individual who's VSC establishes any of those behaviours will automatically be subjected to the process identified in these guidelines. This may preclude them from filling a volunteer position, and they may be rejected as an applicant, or dismissed from any volunteer position from the Club.

These unacceptable behaviours may include, but are not necessarily limited to, the following:

- t Sexual Offences
- t Violent or threatening behaviour against children or adults
- t Conduct against public morals (i.e., prostitution)
- t Substance or chemical abuse
- t Violation of a position of trust including theft or fraud
- t Criminal driving offences, including but not limited to impaired driving.

The Club will examine VSC's 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 VSC reveals a criminal conviction outside of the unacceptable behaviours or police contact will be given the opportunity to discuss the information revealed in their PRC with the Club's Director of Screening, Harassment, Discipline and Dispute Resolution (SHDDR).

PROCESS FOR CONDUCTING POLICE RECORDS CHECKS

- 1) The applicant is given a copy of these policies for dealing with Vulnerable Sector Checks, and the related VSC Letter from the Club.
- 2) The applicant will take the personalized letter from the Club (Letter is necessary to avoid a fee for the Check) and two pieces of Photo ID, to the local detachment of the Ontario Provincial Police, and complete Vulnerable Sector Check form at the OPP office.

- 3) When the report has been completed by the OPP and returned to the applicant, the applicant must return it to the Club's Director of Screening, Harassment, Discipline and Dispute Resolution, who will review it with the applicant. If it is a Pass, the applicant and the Club's Technical Committee will be notified.
- 4) If there is a problem identified by the VSC, the applicant can review the issues with the Director of SHDDR. The applicant will have the opportunity to make their own decision to withdraw their application. If there is any problem identified by the VSC, the OPP may elect to undertake further investigation.
- 5) If the applicant wants to continue, then the issue will be reviewed by the Club's SHDDR Committee. The Committee will determine whether to meet with the applicant prior to making a decision, and a written report on its decision will be provided to the applicant.

Consideration will be given to the following:

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

If a decision is made to accept an applicant with a criminal record, the police 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 police check, the applicant should be told why and the information is returned to the applicant. In either case, both the decision and the discussion should be documented.

- 6) All volunteers have the right to appeal the decision of the SHDDR Committee. The Executive Officers of the Club shall consider the appeal in a closed hearing.

ENSURING CURRENT VSC'S ARE COMPLETED

The Club requires a VSC be undertaken every two years. The Club also reserves the right to request a current VSC if there are reasonable grounds to suspect that the VSC is no longer accurate or the individual's position within the Club changes significantly.

The Director of Screening, Harassment, Discipline and Dispute Resolution will ensure that an acceptable VSC is submitted for required applicants to be complete for positions with the Club.