



CSWU Soccer Club – Policy Manual

## **POLICY - SCREENING POLICY**

Effective Date: 2019 Revision

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### Purpose

We are required, by law, to do everything reasonable to provide a safe and secure environment for participants of our programs, activities and events while also ensuring minimal liability/risk to the Club, our volunteers and employees. The Calgary South West United Soccer Club (CSWU) accepts its responsibility to ensure adherence to this Screening Policy for all its volunteers and employees involved in the provision and delivery of its programs to its members.

### Definitions

**Club** – The Calgary South West United Soccer Club (CSWU), as represented by its duly elected Board of Directors  
**Program** – a service or activity, both indoor and outdoor, offered by the Club to its members  
**Member** – as defined in the Club’s By-Laws

**Volunteer** - an individual who is registered with the Club to undertake the provision and delivery of a program for the benefit of the members of the Club, and has no binding contract and/or payment agreement with the Club. This includes members of the Board of Directors.

**FDP** – Fundamental Development Program, run by the Calgary Minor Soccer Association (CMSA) for U8 and U9 players.

**Screening Officer** - a volunteer or Club employee approved by the Club who has taken the appropriate training and has been registered with the CMSA to perform the Screening Process.

**Duty of Care** – is a legal principal that identifies the obligations of individuals and organizations to take reasonable measures to care for and protect their members. It is important to understand that Canadian courts will uphold organizations’ responsibilities to carefully screen volunteers and employees. This is part of their “Duty of Care”.

**Criminal Reference Checks (CRC) or “Police Check”** – a search of the RCMP criminal database to determine whether the individual has a criminal record

Vulnerable person - is a member who has difficulty protecting him/herself from harm, temporarily or permanently, and is at risk because of age or being physically or mentally challenged.

Vulnerable Sector Check (VS) - A secondary part of the Criminal Reference Check, for individuals who are volunteering in a vulnerable sector (such as with minor athletes, seniors, or with persons with a disability), which also searches for the existence of any pardoned sex offenses and/or charges.

Senior – Players over the age of 18 as of Jan 1st.

Team Official – Any coach, assistant coach, manager, or assistant manager that will be affiliated with the team and eligible to be with the players in the technical area.

Youth – Players under the age of 18 as of Jan 1st.

### Application of Policy

This policy applies to all individuals whose position with the Club is one of trust or authority which may relate to, at a minimum, finances, supervision, youth, or participants who are considered vulnerable.

Not all individuals associated with the Club will be required to undergo screening through a Criminal Reference Check and a Screening Disclosure Form because not all positions pose a risk of harm to the Club or to its' participants. CSWU will determine which individuals will be subject to screening using guidelines discussed within this policy. Variations to the guidelines are at the sole discretion of the Club.

### High Risk Positions – every 2 years\*

Individuals involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with financial/cash management, and who have access to minors or people with a disability. Examples:

- Full time team officials. Includes:
- Up to U12 Academy = FDP (Fundamental Development Program, formerly DSL) / LTPD team officials, as registered on the official Alberta Soccer Association (ASA) Team Roster;
- U13 – U18 = All-Star, Competitive, and Elite team officials, as registered on the official Alberta Soccer Association (ASA) Team Roster;
- Coaches and/or team officials who travel with and/or who could be alone with athletes

### Low Risk Position – every 3 years\*

Individuals involved in low risk assignments that are not in a supervisory role, not directing others, not involved with financial/cash management, and/or do not have access to minors or people with a disability. Examples:

- All other Recreational team officials
- Screening Officers and Board Members

\* A year is defined as April 1 – March 31

The CSWU Screening Process will include the following steps:

- A. Receipt of a fully completed Registration Waiver and Application form, seasonally.
- B. Reference checks (via phone, email, or online jot form) for Academy / FDP / LTPD / All Star / Competitive applicants (incl. all coaches and all managers).
- C. Evidence of a Criminal Reference Check (CRC) for any applicant age 18 and over, mandatory for New Applicants ONLY. A CSWU Screening Declaration form (see Appendix 14) will typically be accepted in lieu of subsequent police checks, however, the Club reserves the right to request an updated CRC.
- D. Completion of the Screening Declaration Form after initial CRC and for subsequent/returning applicants. Applicable to coaches from either Competitive or Recreational programs.
- E. An in-person interview with a CSWU Screening Officer to establish the first time applicant's suitability and required qualifications as per the Club's written description. Said interview may be conducted in conjunction with an employment interview. Acknowledgement of suitability is recorded on the Interview Question Report.
- F. Approval of the applicant, pursuant to receipt of all required documents, by the Board of Directors Position

#### How to obtain Criminal Reference Checks (CRC)

For individuals who wish to apply for or retain a Position within the Club, a Criminal Reference Check will be required as per Alberta Soccer Association policy. This is an important but not exclusive element of the screening process. Please contact the CSWU admin office for a covering letter that is now required by the Police Department to initiate the screening process.

A Criminal Reference Check for Positions of High Risk may only be requested from the Police Services office where you reside. A Criminal Reference Check for Low Risk Positions may be requested from the Police Services office where you reside or from myBackCheck.com via the Calgary Soccer Club website at [www.cswusoccer.com](http://www.cswusoccer.com).

If a prospective applicant for a position in the Club is already in possession of a Criminal Reference Check that is less than 6 months old, submission of this Criminal Reference Check with their application for a Position will be accepted.

The applicant must present, in person, the Criminal Reference Check and receipt of payment to a Club Screening Officer.

All Criminal Reference Checks will be reviewed by a Screening Officer and returned to the candidate as per the Screening Policy. Individuals with past Criminal Code convictions for certain offences will not be accepted for a Position within the Club. These offences include, but are not limited to, the following:

Lifetime Exclusion:

- Any type of sexual assault
- Invitation to sexual touching
- Sexual interference, bestiality or sexual exploitation
- Procuring sexual activity
- Indictable criminal offences for youth abuse
- Any Court Order forbidding the individual to have contact with children under the age of 14
- Any convictions related to child pornography

Five (5) Year Exclusion:

- Assault
- Any Weapons offence
- Conviction under any controlled drugs and substance act
- Criminal Driving offences
- Excluded Until Resolved:
  - Outstanding convictions or charges pending for any violent offence
  - Outstanding convictions or charges pending for criminal driving offences, including but not limited to impaired driving.
  - Outstanding convictions or charges pending for sexual offences

Following review of the Criminal Reference Check, the Screening Officer and applicant will complete the CSWU Screening Declaration form (see Appendix 14). The applicant will be reimbursed for the cost of the Criminal Reference Check.

Every applicant approved and accepted for a Position within the Club is obliged to immediately inform the Club if he or she is charged, tried, convicted or involved in any way in a police investigated matter related to any of the above-noted offences under the Criminal code or under other provincial or federal statutes.

The Club cannot unduly discriminate against an applicant for a Position; however, the Club has the right and the obligation to refuse potential applicants, based on the information gathered through the Screening Process. The applicant has the right to know why he or she is being refused, and may appeal in writing to the Club.

Appeal Process

The Screening Committee will discuss all matters of concern pertaining to an applicant's appointment to a Position. If an applicant's appointment is declined by the Committee, the individual may appeal the decision ONLY if there is relevant information that has not been made available. This request must be submitted to the Chair of the Screening Committee within 48 business hours of notification.

#### Confidentiality of Information

The Club-appointed Screening Officers have signed an Oath of Confidentiality. All information obtained by the Screening Officers from the Screening Process, including interviews, review of Criminal Reference Checks, or revelations through other reference checks, will be kept confidential, to be used only for the purposes for which the applicant agrees in writing to its use.

This information may be disclosed to volunteers or employees assigned by the Club to make decisions about hiring or refusing potential applicants for a Position. There shall be no dissemination or disclosure of the information to any other agency, body or organization without the specific written approval of the applicant. Once the applicant is either appointed or declined the Position, all records will be either destroyed through shredding or kept in such a manner to prevent unauthorized access (for example, in a locked cabinet with limited access).

All information relating to the Screening Process will be collected pursuant to the Club's Privacy Policy.