



## Volunteer Screening Policy

### INTRODUCTION

Ontario Soccer requires all club affiliates to have a Volunteer Screening Policy that manages the appropriate vetting of volunteer personnel, particularly those who will be dealing with and/or responsible for children, with regard to criminal records and histories of inappropriate behaviour.

This policy proposes one uniform volunteer screening policy that is closely in line with OS requirements.

Furthermore, the policy details some important specifics with regard to volunteers' acquisition of VSC clearance and ramifications of non-compliance with this policy.

### DEFINITIONS

VSC: Vulnerable Sector Check: a police information check plus a check to see if a person has a record suspension (pardon) for sexual offences.

Clean VSC: A VSC certificate that indicates that the holder is cleared to participate in volunteer activities.

Valid VSC: A VSC certification is deemed valid by the B SC for a period of three calendar years from the date of certificate issue.

Soccer Season: An independently bookable term of soccer, namely Fall (Oct-Dec), Winter (Jan-March) and Summer (May-Sept) – subject to change

### PERSONNEL TO WHOM THIS POLICY APPLIES

This policy applies to the following staff and volunteer groups:

- Development/Competitive head coaches and assistant coaches at all age groups
- Development/Competitive team managers at all age groups
- Recreational House League coaches and assistant coaches at all age groups
- Part-time and full-time staff members
- Summer Camp Counsellors
- Volunteer Board members

This Policy does NOT apply to:

- General event volunteers
- Casual employment labour
- Referees



## **POLICY OUTLINE**

All above mentioned volunteer groups must submit a clean, valid VSC certificate in order to be permitted to engage in any activities on behalf of Barrie Soccer Club. On expiration of a clean VSC certificate, it is incumbent on the volunteer to renew and duly submit a revised, clean VSC certificate in order to continue the activities. Such renewal must be submitted to the club at or before the expiration date of the pre-existing certificate's validity.

### **Process of Application for VSC Certificate**

It is the responsibility of the volunteer to contact the local police authorities through which to apply for and duly receive their VSC clearance certificates. On receipt of the certificate from the police authorities, the volunteer should immediately submit the certificate to the Club. Submission of VSC certificates through organizations who are third party to the police authorities and that do not include both criminal and vulnerable sector checks and associated clearances are not admissible. An annually updated letter to volunteers is kept on file at the club regarding how to complete a VSC, and is sent out to the volunteer groups listed above as required.

### **VSC Cost Refund Policy**

Submission of a scanned or photo-stat copy of the certificate will not qualify for refund of any costs related to the certificate's acquisition. An official receipt from the police branch must be produced in order for a refund to be provided.

Only original documents with a clearly visible seal will be accepted and only the Director of Administration & Operations or Club President is authorized to confirm/certify the seal. The original documents will be returned to the volunteer/staff member and a copy kept on file.

### **Absence of VSC Certificate on Commencement of Soccer Season**

A volunteer (as defined above) who does not have a valid VSC clearance at the start of a soccer season is not permitted to participate in associated volunteer activities, with the following exceptions:

If the volunteer can produce written evidence that an application for VSC clearance has been lodged with the appropriate Police authorities.

In such instances, the volunteer will have a period of one calendar month from the opening date of the season of soccer to provide the subsequent certificate. It will be incumbent on the volunteer to provide the certificate to the club of their own free will within this timeframe; otherwise they will be deemed non-compliant with this Policy.

If the volunteer has been appointed at extremely short notice, such that they have not had an opportunity to file an application for VSC clearance with the Police authorities.

In such instances, the volunteer shall be granted a grace period of one calendar week from the date the opening day of the season of soccer to provide written evidence of having lodged the application.

Submission of a subsequent VSC clearance certificate within one calendar month of the opening date of the season soccer is then required for the volunteer to be deemed compliant with this Policy.

## **Barrie Soccer Club**

7 Currie Drive, Midhurst ON, L9X 0N3 Tel: 705-739-7844 Fax: 705-739-3534

Email: [info@barriesoccer.com](mailto:info@barriesoccer.com) \ [BSCOffice@barriesoccer.com](mailto:BSCOffice@barriesoccer.com)

[www.barriesoccer.com](http://www.barriesoccer.com)