



VOLUNTEER SCREENING PROCESS (Criminal Record Checks) & DISCIPLINE POLICIES

The Kamloops Youth Soccer Association accepts its responsibility to children, young adults, parents, volunteers and staff involved in the operation of its programs and is committed to ensuring adherence to policies that support the provision of a sound, safe and healthy soccer experience in our community. In this regard, the KYSA has established a committee charged with the responsibility of achieving that goal: A Volunteer Screening/Disciplinary Committee. The attached document will provide KYSA members with a general outline of their functions.

As mandated by the BC Soccer Association, a volunteer screening process must be in place within all member associations. This process must be followed by all volunteers and staff on an annual basis. One element of this process--Criminal Record Checks (CRC)--are "free" to all volunteers. It takes very little time to complete and submit an application (assuming you have filled out the form completely, accurately and have not signed it in advance). **Failure to complete a Criminal Record check will result in a personal follow-up from the director overseeing the appropriate age group to determine if assistance is needed with this process. If coaches have not submitted a CRC two weeks into the season, the KYSA has the authority to replace a coach with a volunteer who is willing to fulfill the minimum requirements of the volunteer application process.**

As part of the KYSA Volunteer Screening Policy, all volunteers and staff are required to complete the following forms on an annual basis: (1) A Criminal Record Check, and (2) a form letter authorizing the RCMP to process your application as a volunteer at no cost (both forms are attached). All volunteers must complete both forms as required with your personal information. **Do not sign the documents. All documents must be signed and verified by the RCMP in person.** Take the completed application and 2 pieces of ID to the Kamloops RCMP at 560 Battle Street for processing.

Upon completion, Criminal Record Checks are normally faxed to the KYSA office within 2-7 days for verification. There are 2 exceptions to this timeline:

- When an applicant's birth date matches those of a convicted criminal. The RCMP will telephone those applicants to request they go to the local detachment to provide a set of fingerprints. Fingerprints are then sent to Ottawa to confirm that you are not the one convicted of a crime. (Please be sure to keep the results on file for future CRC submissions; this will speed up the process annually.)
- Applicants who may have a recordable offense on their CRC will have their application sent to their home address (The KYSA is not aware if you had your CRC returned to you). Those applicants should contact the KYSA office to arrange to meet with the Volunteer Screening/Discipline Committee to discuss the nature of the results. It will then be determined whether the applicant is suitable to volunteer for the upcoming season.

If you require any further information, please contact me by email at colinguisse_soccer@hotmail.com.

Thank you.

A handwritten signature in cursive script that reads "Colin Guise".

Colin Guise
Vice-President,
Kamloops Youth Soccer Association

Kamloops Youth Soccer Association

**PROVIDING A SAFE & ENJOYABLE
SPORTING EXPERIENCE**



**VOLUNTEER/EMPLOYEE SCREENING PROGRAM
& DISCIPLINARY POLICIES**

February, 2012

Kamloops Youth Soccer Association

THE IMPORTANCE OF VOLUNTEER SCREENING

The objective is simple. We want to do a good job protecting our players. It is much easier to ensure the right people take on the responsibilities that suit them best than to spend the resources to deal with problems that arise from poor judgement and recruiting. Organizations like KYSA are not obliged to accept everyone who wants to volunteer. We are obliged to do everything reasonable to protect those in our care.

In recent years concern about protecting children and other vulnerable individuals has intensified in the wake of the tragic and horrifying evidence that some family members, care givers, volunteers, employees, and other paid and unpaid staff members in positions of trust have betrayed that trust and have abused those in their care. Substantiated examples of abuse are, unfortunately, not uncommon and range from fraud, to theft of property, to emotional, physical, sexual and psychological abuse, not just of children, but of seniors and others who are vulnerable.

Recently, a study in British Columbia examined cases of child sexual abuse in the province from 1985-1989. The study found that 30 people abused a total of 2,099 children, an average of 70 victims per occurrence. In 80% of the occurrences, offenders occupied positions of trust; 50% were professionals in the community.

MYTHS

- A myth that persists in the non-profit and charitable sector is that organizations and societies are immune from liability.
- If an organization doesn't know about or sanction a wrongful act, it can't be held liable for that act.
- Non-profit and charitable organizations are protected by legislation against lawsuits.

Educating participants, coaches, managers, leaders, and volunteers about abuse and harassment is very important. However, it is not enough! As soon as any organization opens for business—whether run by staff or volunteers—it has a responsibility to appropriately screen any person who will have access to vulnerable people.

This responsibility is both moral and legal; it is not only the “right” thing to do but it is legislated under the “**Duty of Care**” concept.

“Duty of Care” is a legal principle 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 an organization's initiatives to screen all those individuals who wish to take part in a program involving minors.

This is demonstrating a “Duty of Care” and shows due diligence in weeding out undesirable people—those persons who have committed criminal offences and are therefore deemed at risk.



Kamloops Youth Soccer Association

SCREENING PROCESS POLICY

The Kamloops Youth Soccer Association (hereinafter referred to as the KYSA) 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 safe and healthy sporting experiences in the community.

Due to the positions of trust that are inherent in the provision of sports activities, volunteers and employees are required to undergo a screening process based on the duties assigned by KYSA. This screening process will be comprised of a variety of measures such as those listed below. All volunteers/employees are asked to participate in an orientation that will cover duties and responsibilities as well as relevant club policies and expectations. Members should be aware that if he/she believes they have had an experience that contravenes the club policy, the club's designated representative should be contacted (for 2012 KYSA Vice-President Colin Guise).

The following steps will be followed in the review of any complaint brought forward to KYSA:

Complaint lodged in writing > to KYSA office attention, Chair, Volunteer Screening/Discipline Committee > Chair advises Director Responsible for the age group affected > Volunteer Screening/Discipline Committee contacts complainant to review details of the complaint and decide on course of action.

CONFIDENTIALITY OF PERSONAL INFORMATION

Once the KYSA receives a complaint, the organization becomes responsible for that information and is subject to many of the same legal requirements and regulations as other holders of personal information, in terms of access and confidentiality.

The KYSA is required to safeguard the confidentiality of personal information that it gathers. The Committee has developed the following policies with respect to CRCs:

- Only members of the Volunteer Screening/Discipline Committee are permitted to review personal information including Criminal Record Checks.
- The information received will only be used to determine if an applicant is suitable for a specific position.
- Confidential information will be stored in a locked filing cabinet at the KYSA office.
- KYSA will take all reasonable steps to protect the confidentiality of personal information;
- In instances where Criminal Record Checks are returned to the applicant because they have a criminal record, the Committee will return the original document once it has been reviewed in conjunction with the applicant.

Members of the Volunteer Screening/Discipline Committee, all KYSA directors and employees sign an Oath of Confidentiality on an annual basis.

RISK ASSESSMENT

The first principle of screening is risk management, which simply means "What could go wrong?" and "How can it be avoided?" Risk management involves looking at the possibilities of liability 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 members 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, factors such as the participant, the environment, the nature of the activity, the level of supervision and the nature of the relationship are factors that are taken into consideration.

For example, a high risk position is defined as a position in which a person is in direct contact with, or provides direct service to, vulnerable individuals, and in particular when the applicant will be in a position of trust, power or influence.

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. In the case of a sports program, those individuals who take on the role of a coach, assistant coach, team manager, trainer, or any other position that requires direct, regular contact with players are considered a risk.

SCREENING MEASURES:

The KYSA has several screening measures in place such as:

- Volunteer/Coach Application Form (which asks for references for parent-volunteers who are new to the organization).
- Interviews by a Selection Committee (primarily for rep team staff).
- Criminal Record Checks.
- Reviews by the club Volunteer Screening/Discipline Committee.

VOLUNTEER SCREENING/DISCIPLINE COMMITTEE

The KYSA annually appoints a Volunteer Screening/Discipline Committee to act as a review panel when CRC and discipline issues are brought before the Association. The Committee has screening criteria that it follows. The 2012 Committee is comprised of:

- Colin Guise, the Vice-President of the KYSA.
- Eddie Ohama, an involved soccer parent.
- Ralph Carriere, a referee and retired RCMP officer.

CRIMINAL RECORD CHECKS (CRC) & ACCEPTABLE BEHAVIOURS

KYSA has introduced the following guidelines that identify how the club will deal with an applicant's Criminal Record Check that shows a previous conviction. The Volunteer Screening/Discipline Committee will examine CRC's that reveal any criminal code convictions or charges to determine the acceptability of the applicant for a staff or volunteer position within the organization. The KYSA has decreed that the following behaviours are unacceptable when reviewing Criminal Record Checks. These unacceptable behaviours include, but are not limited to.

- Sexual Offenses.
- Violent or threatening behaviour against children or adults.
- Conduct against public morals.
- Substance or chemical abuse.
- Violation of a position of trust including theft or fraud.
- Serious criminal driving offenses.

Applicants whose Criminal Record Check reveals a criminal conviction outside of the unacceptable behaviours will be given the opportunity to discuss the information revealed in their file with the Volunteer Screening/Discipline Committee.

Consideration is given to the following when reviewing a person's Criminal Record Check:

- The nature of the offence for which the applicant was convicted (including how long ago it took place).
- Relevance to the position.
- Efforts made at rehabilitation.
- Achievements of the applicant since receiving the conviction.

- The character and degree of vulnerability of the group being served and the organization's duty of care to the participants.
- The potential risks involved in the position the individual is applying for.

If an applicant is not accepted because of the information contained in a criminal record check, the applicant will be advised in writing.

The KYSA requires that a Criminal Record Check be done every year by all volunteers and paid staff who have control over the Association's finances and staff coaches who are involved in the delivery of any of its coach and player development programs. However the club reserves the right to request a current Criminal Record Check if there are reasonable grounds to suspect that the CRC is no longer valid or the individual's position within the club has changed significantly.

The Volunteer Screening/Discipline Committee is charged with ensuring, as far as is reasonably possible, that an acceptable Criminal Record Check has been submitted by all applicants for positions of responsibility within the Association.

SUMMARY

Although volunteer/staff screening may be considered "a hassle", the KYSA needs to have a formalized policy in place that will protect, as much as humanly possible, its members and particularly its players. Parents and guardians rely on the Association to demonstrate "duty of care" in providing a safe and enjoyable sports experience. It is these kinds of actions that demonstrate that the Association takes its role seriously.

DISCIPLINE & HARASSMENT POLICIES

Section I — HARASSMENT:

KYSA abides by the Harassment Policy of BC Soccer. In the event that someone in the KYSA wishes to lodge a harassment complaint, such shall be submitted in writing to the chair of the Volunteer Screening/Discipline Committee, in 2012 KYSA Vice-President Colin Guise. (The BCSA Harassment Policy can be viewed at the following website: <http://www.bcsoccer.net/LinkClick.aspx?fileticket=bfHdDoMaon4%3d&tabid=124.>)

Section II — DISCIPLINE:

As another measure toward providing a safe and enjoyable sport experience for its members, the KYSA undertakes to deal with members who misbehave or bring the game into disrepute. To achieve this, the KYSA maintains a systematic approach to dealing with those individuals who act outside the boundaries of fair play, show disregard for the Laws of the Game, who demonstrate poor ethical judgement, or contravene the rules and regulations of the organization.

DISCIPLINE COMMITTEE

The KYSA Volunteer Screening/Discipline Committee acts when disciplinary matters are brought before the organization. The Discipline Committee is comprised of:

- Colin Guise, the Vice-President of the KYSA.
- Eddie Ohama, an involved soccer parent.
- Ralph Carriere, a referee and retired RCMP officer.

GENERAL DISCIPLINE REGULATIONS...

Any player who is ejected from a game (= red carded) must serve an automatic one-game suspension. Said suspension must be served in the player's very next game. There is no "appeal" of this policy; it is a standard penalty in all soccer jurisdictions around the world and is clearly spelled out in the BC Soccer Rules and Regulations.

Any player who receives two cautions in one game (= red carded) must serve an automatic one-game suspension. Said suspension must be served in the player's very next game. There is no "appeal" of this policy.

Any player who accumulates three cautions (= yellow cards) over several games must automatically serve a one-game suspension. Said suspension must be served in the player's very next game. A further accumulation of cautions or ejections will result in increased penalties as laid out in BC Soccer's Discipline Guidelines. There is no "appeal" of this policy.

Any team official who has been ejected from the game is also subject to an automatic one game suspension, which must be served in the very next game. There is no "appeal" of this policy.

The Discipline Committee is also charged with the responsibility of dealing with such matters as:

PLAYING/COACHING WHILE UNDER SUSPENSION...

- **Any player or coach who participates in any games or practices while under suspension is subject to disciplinary action.**
- A team shall forfeit any points earned during games in which a suspended player participated in any fashion.
- A coach who allows a suspended player to participate in any games or practices while under suspension will be subject to disciplinary action.

COMMITTEE PROTOCOL...

- Following receipt of a referee's report, the Volunteer Screening/Discipline Committee will contact the coach (if it is the coach who has been reported) or the coach of the team whose player(s) has been reported, to ensure both parties are aware of the report and are taking appropriate action (i.e. keeping tabs on the number of yellow cards issued and/or ensuring that a one-game automatic suspension is being served).
- In more serious cases the Volunteer Screening/Discipline Committee may determine that it is necessary to convene a hearing with the offender to determine if further disciplinary action is warranted.
- In the event that a coach has been ejected, only the coach shall be asked to attend a hearing. In the event that a player has been ejected, the player and his team coach(es) shall be required to attend.

Section III — ZERO TOLERANCE POLICY

Over the last few years, verbal abuse directed towards referees has been a particular problem. Accordingly, the KYSA has established the following policies to help ensure the safety and enjoyment of all:

- Any coach, parent, grandparent or guardian judged by the Volunteer Screening/Discipline Committee to be guilty of abusive conduct toward a game official during a House or Rep Team game will be reprimanded in writing. When a second incident arises during the same season, it may result in sanctions which may prevent that individual from attending future team games/activities.
- Any coach or player found guilty of using foul or abusive language in the vicinity of children under the age of majority will be reprimanded in writing. A second incident that arises during the same season will result in sanctions which may prevent that individual from attending future team activities/games..

A member may apply to the Volunteer Screening/Discipline Committee to be reinstated. Any requests for reinstatement must be forwarded in writing to the Chair of the Volunteer Screening/Discipline Committee.

PROCEDURES GOVERNING THE ABUSE OF REFEREES BY A COACH OR SPECTATOR...

When a referee feels that he/she is being abused by either a coach or spectator, the referee will advise both coaches that the game is being halted as a result of the abuse. The referee will inform both coaches as to the source of the abuse. If the source is one of the coaches, the referee will advise that coach that the next occurrence of a similar nature will result in the abandonment of the game and that a report will be sent to the KYSA. If the source is a spectator, the coach will be asked to provide the referee with the name of the spectator (if possible). The coach will be asked to advise the spectator that the next occurrence of a similar nature will result in an abandonment of the game and that a report will be sent to the KYSA. If the spectator is not associated with either team, both coaches will be asked to speak to the fan and ask the individual to leave the park. Once the prescribed action has been taken, and the referee is satisfied the game can continue, he/she will re-start the game with a drop ball between the two teams at the location where the play was stopped. If the abuse continues, the referee shall abandon the game and reiterate that an incident report will be forwarded to the KYSA.