

Sudbury Women's Soccer Club



Volunteer Screening Process

Sudbury Women's Soccer Club (SWSC) Volunteer Screening Policy

Introduction :

The Sudbury Women's Soccer club supports the initiative of the Ontario Soccer Association and adopts its policy and procedures for Volunteer Screening.

Educating participants, coaches, managers, leaders, and volunteers about abuse and harassment is very important. The Sudbury Women's Soccer Club recognizes that the organization 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 clients. It is important to understand that Canadian courts will uphold organizations' responsibilities to screen carefully. This is part of their "Duty to Care".

VOLUNTEER SCREENING PANEL – SELECTION COMMITTEE

The Sudbury Women's Soccer Club shall annually appoint a Selection Committee with the responsibility to appoint team officials for the appropriate positions taking into consideration the screening criteria. The selection committee shall be comprised of :

1. Representatives with the technical expertise and those responsible as per Club policy,
Plus,
2. One non-voting member of the club with human resource experience preferably familiar with screening techniques.

Guiding Principles for Volunteer Screening Process

All members of the Volunteer Screening Panel and the Screening Officer will sign an Oath of Confidentiality.

The Applicant's information will be made available to the Screening Officer and Volunteer Screening Panel in carrying out the screening process.

The personal information will be stored in a locked file at the Club's Office and accessed by the Screening Officer and/or Manager of the Club. Personal files will be kept for a period of seven (7) years after the volunteer has resigned his or her position.

Duplicate files will not be kept and the original file, shall not contain, the PRC.

Only those named in the Policy will have the right to the confidential information. Prior to the beginning of each season, the Chair of the Volunteer Screening Panel will provide a list of the names of the Coaches and Managers who have been deemed acceptable by the Committee to the appropriate governing body.

That the information received will only be used with regards to the position applied for.

The Volunteer Screening Panel may review the status of any member if there is indication that the behavior of the member is incompatible with Club Policy or the Code of Conduct.

That a Police Records Check (PRC) be required every three years and an oath that there has not been any change to the PRC be signed annually. The original Police Records Check (PRC) will be submitted to the Screening Officer who will register that the Applicant's PRC is clear of any convictions that would be of concern to the Screening Panel. The original PRC will be returned to the Applicant. If the PRC indicates a registered entry, then the Screening Officer will speak with the Applicant and determine suitability.

The Sudbury Women's Soccer Club will take all reasonable steps to protect the confidentiality of the Member information.

The selection process must take place prior to the registration of the Club teams. Beginning with the 2006 Outdoor Season, current Members will complete the application form and submit a PRC dated not earlier than September 30th, 2003. New coaches will apply as per the Voluntary Screening Policy commencing January 2006.

Guiding Principles for all Sudbury Women's Soccer Club Members

The primary obligations of the Sudbury Women's Soccer Club members is to act in ways that strive to protect the health and well being of all players and club members. The following guidelines are intended to assist with this task but should not be regarded as the only behaviors that team officials require to assure the health and well being of their players. There may be times that these guidelines are not sufficient nor appropriate and other actions will be required.

BOUNDARIES/LIMITATIONS

- ❑ **shall never be alone with a player**
- ❑ **shall not be responsible for transportation to/from practices/games/tournaments**
- ❑ **shall not be responsible for water or snacks**
- ❑ **shall be a role model – no drugs/alcohol/smoking or abusive language at practices/games/tournaments**
- ❑ **shall ADHERE to OSA and Club policies**
- ❑ **shall embrace Club values, principles, and policy as per Club Constitution**
- ❑ **shall demonstrate the ability to set and maintain standards for players (i.e. respect, self-discipline, fair play)**

POLICE RECORDS CHECK

The Sudbury Women's Soccer club has adopted certain behaviors as unacceptable with regards to the Police Record Check. These unacceptable behaviors may include, but are not necessarily limited to, the following :

Other Offences will be given due consideration by the Screening Officer.

Sudbury Women's Soccer Club Coaching Application

General:

Name: _____ Tel Home: () _____

Address: _____ Tel Bus: () _____

City: _____ Fax: () _____

Postal Code: _____ Email: _____

Position: Coach: _____ Manager: _____ Other: _____

Age Group: _____ Women Over 21: _____

Do you have a spouse or daughter playing within the club? Yes: _____ No: _____

Coaching Qualifications: OSA Registrant Number: _____

Community Coach: Level I _____ Level II _____ Senior _____ Provincial "B" _____

N.C.C.P. Theory Courses Yes _____ No _____ Level Obtained: _____

Previous Coaching Experience:

Year: _____ Club: _____ League: _____ Age Group: _____

Year: _____ Club: _____ League: _____ Age Group: _____

Additional Coaching Information: _____

Personal References:

Name: _____ Name: _____

Address: _____ Address: _____

Tel: _____ Tel: _____

Declaration: *I have reviewed and agree to the role and position as defined and have accurately completed this application and understand that the above references may be contacted.*

Signature: _____ **Date:** _____

Requirements:

1. Photocopy of Coaching Levels should be attached to the Application.
2. A Police Records Check should be signed off by the Screening Officer of the Club.
3. A personal interview will be scheduled with the Screening Committee.

Date Received: _____ Signature: _____

Photocopy of Qualifications: _____ Date Completed: _____ Initials: _____

Police Record Check: _____ Date Completed: _____ Initials: _____

Reference Check: _____ Date Completed: _____ Initials: _____

Interview: _____ Date Completed: _____ Initials: _____

This application is submitted and held in confidence.

COACHING CODE OF CONDUCT

Commitment :

A coach's commitment is to improve the performance of the players and the team physically and mentally.

A player needs to participate in a high quality soccer program in a positive atmosphere.

Know Your Subject :

A coach must be thoroughly acquainted with FIFA Laws of the Game and they must keep attuned to the sound principles of Coaching.

Respect :

Coaches must respect all persons. Opponents and officials must be treated with respect.

Players must be coached to win within the Laws of the Game.

Enthusiasm :

Coaches must be enthusiastic and positive. They must ensure that they are generous with their praise when deserved.

Personal Conduct :

A Coach must maintain the high standards of personal conduct and fair play. Coaches should never be involved in any circumstance, which is offensive or suggests sexual connotations.

**POLICE RECORDS CHECK
APPLICANT DECLARATION AND REVIEW FORM**

To: The Sudbury Women's Soccer Club

SECTION A: (to be completed by the Applicant)

Name of Applicant: _____

Date of Police Records Check: _____

Police Service Providing Check: _____

I declare that the Police Records Check of the Police Service noted above, does in fact relate to me.

Applicant's Signature _____ Date _____

SECTION B: (to be completed by the screening individual)

Date of Review of the Police Records Check:

The Police Records Check did not include any information about any criminal code convictions, charges without disposition or police contacts which would prevent this individual from being accepted for a volunteer or staff position with the Sudbury Women's Soccer Club, according to current policies.

Screening Officer's signature _____ Date : _____

THE ONTARIO SOCCER ASSOCIATION

OATH OF CONFIDENTIALITY

This agreement made this _____ day of _____ 20____

Between: Sudbury Women's Soccer Club

And

(Name)

I understand that all information directly or indirectly received through my involvement with the Sudbury Women's Soccer Club, is to be kept strictly private and confidential. This would include all business related to the Club (i.e., financial information, personnel issues relating to staff and other volunteers, and participant/family information).

A break in this oath of confidentiality may result in my being asked to leave my position with the Sudbury Women's Soccer Club.

I have read and understand all of the above.

Dated:

Name

Dated:

Name: