



FC Capital United

Volunteer Screening Package

***PROTECTING
OUR YOUTH SOCCER'S
FUTURE***

This package is adapted from the OSA approved "Screening Handbook" and its intended to be a guideline for our volunteers within FC Capital United; in the case of any gaps or inconsistencies between this package and the OSA "Screening Handbook", the OSA document shall be authoritative.

April 2010

WHY WE SCREEN?

(Refer to more details from the OSA's "Screening Handbook")

Clearly we are all concerned with protecting the participants, especially the children from all forms of abuse including "emotional, physical, sexual, and psychological abuse". The OSA points out that a study done in BC showed that between 1985 and 1989, 2,099 were abused by 30 individuals. That is a staggering set of numbers for it indicates that predators attacked an average of 70 victims. Another critical piece of info is that 80% of these incidences came from people who had positions of trust and 50% were professionals in the communities.

MYTHS

Organizations in the non-profit/charitable/volunteer community are immune from liability; this is false.

If an organization doesn't know about or sanction a wrongful act, it can't be held liable for that act; this is false.

If a volunteer harms a client, the organization can't be held liable, because volunteers are not employees; this is false.

Non-profit/charitable/volunteer organizations are protected from legislation against lawsuits; this is false

"As soon as an 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." Not only is this a clear moral responsibility but it is a legislated obligation under the "DUTY OF CARE" concept.

This initiative has been in the works since 1999. Approximately 50,000 soccer volunteers and staff must be screened in Ontario alone.

The task force in charge of developing this program "reviewed the roles and responsibilities of all positions within the "Club environment" assessing a level of risk to each position." A set of screening measures was established and applied to these positions based on the level of risk.

The screening measures include the following:

1. Application form with references.
2. Interviews.
3. Police record checks.
4. References checks.
5. Training and education.

CLUB SCREENING POLICY

FC Capital United Soccer Club 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 sound, safe, and healthy soccer experience in our community.

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 Club. This screening process will be comprised of a variety of measures such as those listed on page 2. All volunteers including coaches/managers/trainers/club officials will be required to participate in an orientation that will introduce duty assignments as well as relevant Club policies and expectations. The Club Screening Program will be accessible to our Membership via e-mail communiqués and our web site at www.fccapitalunited.com. The Membership should be advised that if he/she believes they have had an experience that contravenes the Club policy, the Club's designated representative, Rachel Muir, should be contacted.

The Club will refer to matters like Harassment, Discipline, Zero Tolerance, and Boundaries/Limitations in our Club's Published Rules.

CONFIDENTIALITY OF PERSONAL INFORMATION

Once we receive information about an applicant, whether from the applicant directly or from the police, FC Capital United becomes responsible for that information, in terms of confidentiality and access.

FC Capital United will safeguard the confidentiality of personal information gathered during the screening process. Our policy will include the following:

- A. The Selection Committee will review personal information including police the records check,
- B. The information received through the screening process will only be used to determine if an applicant is suitable for a specific position,
- C. Confidential information will be stored in a locked cabinet, and our Director, Health and Safety and Office Admin will have access to the information,
- D. The Club will take all reasonable steps to protect the confidentiality of personal information,
- E. The Club will keep confidential information for 5 years.
- F. The information will be discussed with the Club's president in the event that a PRC is in question for acceptance.

POSITIONS AND RISK ASSESSMENT

Definition of Risk:

The first principle of screening is risk management, which simply means “What could go wrong here” and “How do we avoid it?” Risk management involves looking at the possibilities of loss or injury 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 participants 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 consider such factors as the participant, the environment, the nature of the activity, the level of supervision and the nature of the relationship.

For example, a high risk position is defined as a position in which staff members, volunteers, or Board members are in direct contact with, or provide direct service to, vulnerable individuals, and in particular when the applicant will be in a position of trust, power or influence and whose contact is unsupervised and/or takes place off site.

Definition of Positions:

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.

HIGH RISK POSITION	MEDIUM RISK POSITION	LOW RISK POSITION
<ul style="list-style-type: none">- Competitive Team Officials (Representative)- All-star Team Officials- Select Team Officials	<ul style="list-style-type: none">- Recreational Team Officials (House League Officials U16-U19)	<ul style="list-style-type: none">- Recreational Team Officials (All other House League Officials)- Mini Soccer Team Officials

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 comply with the Dress Code as defined by the Club**
- 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)**

SCREENING MEASURES AND IMPORTANT DATES

<p>HIGH RISK - Application Form (with references) - Interview by Selection Committee - References Checked Out - Police Records Check - Evaluation by Club</p>	<p>SUBMISSION/COMPLETION DATE - April 15th - Mid-end April - Mid-end April - To be submitted for interview - May 15th</p>
<p>MEDIUM RISK - Application Form - Police Records Check</p>	<p>- April 30th</p>
<p>LOW RISK - Application Form (Reference checks Optional)</p>	<p>- May 15th and as required</p>

Following are additional Club’s screening guidelines:

- New volunteers to be screened, as per approved measures, within 15 days of their approved position within the club.
- Random screening will be carried out, on a yearly basis, on 5-10 volunteers in High Risk positions.
- In the event a volunteer leaves their position for more than 6 months or change responsibilities, individual will be re-screened as per regular screening measures.

See following page containing our new Application form; to be used for all applied positions within FC Capital United.

FOLLOWING APPENDICES TO BE REVIEWED IN DEPTH:

APPENDIX B – HARRASSMENT POLICY
 DISCIPLINE POLICY
 ZERO TOLERANCE POLICY

APPENDIX C – POSITIONS DESCRIPTIONS (HIGH RISK)
 For MEDIUM and LOW RISK, refer to OSA’s “The Screening Handbook”)

APPENDIX D - COACHING CODE OF CONDUCT

APPENDIX E - REFEREE CODE OF CONDUCT

APPENDIX F - POLICE RECORDS CHECK
 (TO BE FILLED OUT AND SUBMITTED ALONG WITH APPLICATION FORM)



CLUB APPLICATION FORM (page 1 of 2)

SECTION A:

Name _____ Tel Home () _____
Tel Business () _____
Fax () _____

Address _____
City/Town _____ Province _____
Postal Code _____ E-Mail Address _____

Position Applied for:

Coaching Team Manager Team Trainer Club official

SECTION B:

Position Preferred: (Age Group & Gender)

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Do you have a son/daughter currently playing with the Club? Yes No

Go to Section E if applying for a non-coaching position.

SECTION C: Coaching Qualifications

Soccer playing experience (outline highest level of play;

IE. National, Provincial, Premier _____

N.C.C.P. Number: _____ Mini Coach

OSA Coach Number: _____ Community Coach Level I _____

Community Coach Senior: _____ Community Coach Level II _____

International Courses: _____ Provincial "B" Licence Part 1 OSA _____

National "B" License Part II CSA _____

National "A" License CSA _____

SECTION C: Previous Coaching Experience

If you have coached a team within the past three (3) years, please indicate: (i) Year; (ii) Club; (iii) Age Division; (iv) the League in which the team played.

1.	Club:	_____ / _____	_____ / _____	_____ / _____
		Year	Club	League
2.	Club:	_____ / _____	_____ / _____	_____ / _____
		Year	Club	League
3.	Club:	_____ / _____	_____ / _____	_____ / _____
		Year	Club	League

SECTION D: Additional Information

1. A resume outlining your qualifications for this position maybe attached.

SECTION E: REQUIREMENTS:

Section E is not required on applications for low risk positions.

1. For coaching position - A photocopy of your coaching levels attached to this application form
2. A current police records check is a requirement of this position. A copy of such should be available for review at the time of interview.

3. Personal References (3): (can't be another club official \coach \manager \trainer within club)

1. Name: _____
Address: _____
Telephone: (H) _____ (W) _____ e-mail: _____

2. Name: _____
Address: _____
Telephone: (H) _____ (W) _____ e-mail: _____

3. Name: _____
Address: _____
Telephone: (H) _____ (W) _____ e-mail: _____

4. A Personal Interview

5. Coaching candidates may be required to conduct a practice prior to selection to a coaching position.

I have reviewed and agreed to the role and position (as defined) and have accurately completed this application and understand that the above references may be contacted.

Signature

Date

SECTION F: for Club use only:

This application is submitted and held in confidence

Date Received: _____

Photocopy of qualification: _____

Police Records Check: _____

Personal Reference Check: _____

Interview: _____

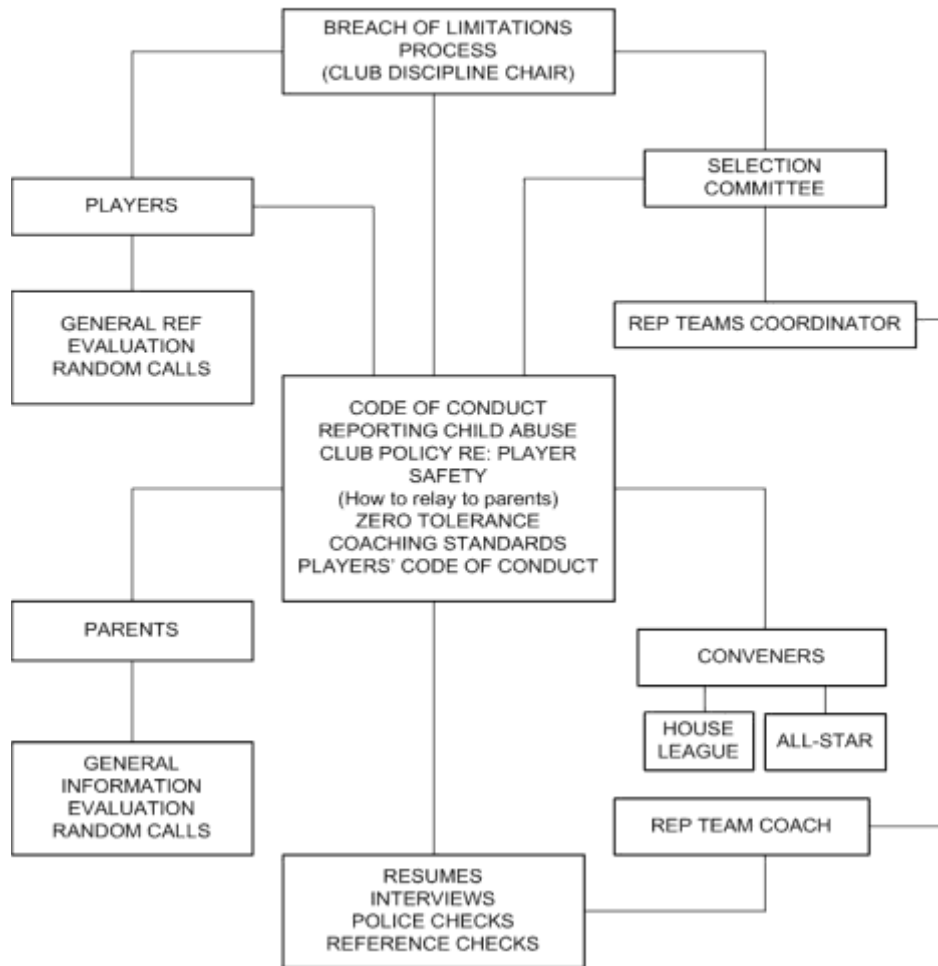
Deadline for receiving this application is April 15th

APPENDIX A

FC CAPITAL UNITED ORGANIZATIONAL CHART

The Club will refer to matters like Harassment, Discipline and Zero Tolerance combined with Responsibilities and Boundaries/Limitations. The Chart will help folks understand the reporting lines in the event an issue needs to be followed-up.

CLUB VOLUNTEER SCREENING COMMUNICATIONS PLAN



SELECTION COMMITTEE

Can be contacted via e-mail at: VOLUNTEERSCREEN@fccapitalunited.com

REP TEAMS COORDINATOR is our DIRECTOR OF YOUTH DEVELOPMENT

Can be contacted via e-mail at elasmarr@rogers.com or diryouth@fccapitalunited.com

CLUB DISCIPLINE CHAIR

Can be contacted via e-mail at: clubdiscipline@fccapitalunited.com

APPENDIX B

CLUB CONSTITUTION (based from the OSA's policy)

SECTION I

HARASSMENT POLICY

1:1 Harassment:

The Soccer Club will abide by the Harassment Policy of The OSA.

In the event someone in the Club wishes to lodge a harassment complaint such shall be submitted in writing to the District's Harassment Officer(s).

The Harassment policy is available through the Club.

SECTION II

DISCIPLINE POLICY

PLAYING/COACHING WHILE UNDER SUSPENSION

1. Any player who participates in any games or practices involving the Soccer Club teams while under suspension will be subject to further discipline.
2. A team will forfeit any points accumulated during games in which a suspended player participated in any fashion
3. A coach who allows a suspended player to participate in any games or practices while under suspension will be subject to further discipline.

COACH'S RESPONSIBILITIES

1. The Coach or Team official in charge at the game in which an ejection occurs must notify the League Convenor or Discipline Chairman or designate within 24 hours.

LEAGUE CONVENOR'S RESPONSIBILITIES

1. Upon being notified of an ejection, the League Convenor will notify the Discipline Chairman and League Coaches of the player or coach who is subject to an automatic suspension
2. Notification to the Coaches need not be given until the night before the next regularly scheduled game.

DISCIPLINE BOARD - CHAIRMAN

The Club shall appoint a Discipline Chairman who shall reside over discipline matters referred to him by the Club. The Discipline Chairman shall appoint two other persons to assist with discipline matters.

Volunteers not adhering to the Terms of Reference set out for their position shall be referred to the Discipline Board.

All discipline matters shall be handled in writing.

SECTION III

ZERO TOLERANCE POLICY

The Soccer Club is a strong supporter of making sport safe for our youth. Over the last couple of years, verbal abuse directed toward referees has been a particular problem. Accordingly, the Soccer Club has set up the following program to help ensure the safety and enjoyment of all.

Policy

Any coach, parent, grandparent or guardian judged by the Discipline Board to be guilty of abusive conduct toward a game official during a Club's House League game will be reprimanded in writing. A second conviction, during the same season will result in the member being restricted from all services rendered by the Club including attendance at all soccer activities within the Club. In extreme cases, as determined by the Discipline Board, a member may be reinstated subject to a review hearing.

Policy Procedures

When a game official feels that they are being abused, as per the scope of this policy, by either a coach or fan, the official will be allowed to suspend the playing of the game. If the abuse is physical, the game official is advised to inform the coaches that the game has been abandoned and then proceed with step 4.1.

The official will then verbally advise both coaches that the game has been stopped due to the abuse and inform both coaches as to the source of the abuse. If the source is one of the coaches, the official will advise the coach that the next occurrence of a similar nature will result in an abandonment of the game and that a report to the Club's Discipline Board will be sent in for review. If the source is a fan, the appropriate coach will provide the official with the name of the fan and the coach must advise the fan that the next occurrence of a similar nature will result in an abandonment of the game. Further, a report to the Club's Discipline Board will be sent in for review. If the fan is not associated with either team, both coaches are asked to speak to the fan and as the individual to leave.

Once the prescribed action in step two has been completed, the game will restart with a dropped ball between the two teams at the location where the play was stopped.

If the abuse continues, the official will be allowed to stop any further playing of the game and advise the coaches that the game has been abandoned and that a special incidence report will be forwarded to the Club's Discipline Board. The official must clearly indicate on the game sheet that the game was abandoned due to abuse.

- 4.1 The game official must contact either their Referee Coordinator or a member of the Executive to verbally report the incident within 24 hours.
- 4.2 A Special Incident Report, with the assistance of the Referee Coordinator or a member of the Executive, if required, must then be forwarded to the Club within 72 hours.
- 4.3 The Club's Discipline Board will then review and deal with the report as per their guidelines.
- 4.4 If the game was abandoned due to the conduct of a fan not associated with either team, the Executive will determine the status of the game.

If the game continues without any further incident, the game official is advised to inform their Referee Coordinator that the game was temporarily suspended due to abuse toward a game official.

Further, a note should be made on the game sheet.

SECTION 4:

DRESS CODE

Refer to FC Capital United document "Guidelines for players parents coaches"

SECTION 5:

TRAVEL CODE:

Refer to FC Capital United document "Guidelines for players parents coaches"

APPENDIX C
POSITION DESCRIPTIONS

POSITION: COMPETITIVE/ALL STAR/SELECT TEAM OFFICIALS
RISK LEVEL: HIGH RISK POSITION
RESPONSIBLE TO:COMPETITIVE TEAM CO-ORDINATOR

GOALS:

- Instruction in advanced soccer skills
- Positional play and individual roles on a team
- Competition at a high level of play
- Building and maintaining team chemistry while fostering individual excellence
- Encouraging commitment and self-discipline
- Playing for the 'love of the game'

ACTIVITIES:

- Weekly practice & game(s) for players
- Tournament play - travelling and overnight stays
- Upgrading qualifications through coaching certification as mandated by Club & League

RESPONSIBILITIES:

- Establishment of a Coaching staff: Assistant(s), Manager, Trainer in accordance with Club policy
- Team Committees with assigned responsibilities as determined by Coach and facilitated through the Team Manager
- Establish behaviour expectations on part of players
- Extensive knowledge of the Game
- Attendance at Competitive Coaches' meetings
- Participation in all related coaching clinics as established by the Club
- Familiarity with Club policies pertaining to Competitive teams
- Familiarity with the Club's Competitive Coaches' Code of Conduct
- Background in injury prevention and management
- Adherence to coaching standards as set by the Head Coach

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 comply with the Dress Code as defined by the Club**
- ~ **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)**

SKILLS/QUALIFICATIONS/EXPERIENCE:

- As set by the Club and the League in the team plays
- Knowledge of all aspects of the Game
- Experience as a player with ability to instruct through demonstration
- Ability to relate to the 'age' of the player
- Minimum age requirement - 18

PERSONAL TRAITS/QUALITIES:

- Interest
- Positive role model
- Fair-minded, sportsmanlike approach
- Ability to communicate with players, parents, and officials
- Patience, understanding and a sense of humour
- Ability to exercise good judgement and to discipline in accordance with Club General Policy and Competitive Coaches' Code of Conduct

ORIENTATION TRAINING:

- Maintaining coaching levels as established by the OSA/ Club/ League
- Awareness of personal health issues and safety practices
- Clear understanding of Club policy regarding Competitive team matters

SUPPORT/SUPERVISION & EVALUATION:

- Club Head Coach will be in attendance at random practices and/or games
- Respond to directives from Competitive Team Co-ordinator
- Player/ Parent evaluation forms as per Club policy

MANDATORY ACTIVITIES:

- Clinics as mandated by the Club
- Weekly practice(s) and game(s)/tournaments
- Player evaluation and selection
- Communication with parents

WORKING CONDITIONS:

- Indoors/Outdoors - variety of practice conditions
- Times for practices
- Commitment from approval by Selection Committee to end of season

BENEFITS (VOLUNTEER):

- Working with young people
- Imparting the values of active participation, team work, and fair play
- Overseeing the development of players to their potential
- Assisting athletes in trying to be the best that they can be
- Community contribution

SCREENING MEASURES:

- **Competitive team application form with personal references to be checked**
- **Interview(s) with Competitive Team Selection Committee**
- **Mandatory Police Records Check**
- **Documented monitoring by Club Representative(s) such as Club Head Coach**

APPENDIX D

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. (Suggest: A coach needs to provide a high quality soccer program for players within a positive environment/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 human beings ie, players, and officials. 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.

APPENDIX E

REFEREE CODE OF CONDUCT

To ensure a safe environment for all Soccer participants, referees have been given special responsibilities and are therefore expected to act with professionalism and courtesy at all times. There is an OSA Board approved "Code of Conduct" for Ontario Referees contained in the following document

Game officials having certain privileges through and by The Association, with respect to the game, shall realize and respect their responsibilities and duties to The Association and the game. The Association endorses the Canadian Soccer Association's "Code of Ethics" for Game Officials.

Specifically Game Officials shall:

- a) Conduct themselves with dignity both on and off the field of play and shall, by example, endeavour to inspire the true principles of fair play and earn the respect of those whom they serve;
- b) Not cause The Association to become involved in any controversial matters and shall abide by the rules and regulations of the jurisdiction in which they officiate;
- c) Adhere to all standards and directives;
- d) Always be neat in appearance and maintain a high level of physical and mental fitness;
- e) Study the Laws of the game and be aware of all changes, and shall enforce all said Laws and changes;
- f) Perform their designated responsibilities, including attending organized clinics and lectures, etc., and shall assist their colleagues in upgrading and improving their standards of officiating, instructing and assessing;
- g) Honour any appointments made for and accepted by them unless unable to do so by virtue of illness or personal emergency;
- h) Not publicly criticize other officials or any soccer association nor shall they make any statements to the media related to any game in which they were involved;
- I) Be subject to disciplinary action for not complying with this Code of Conduct.