BRITISH COLUMBIA SOCCER ASSOCIATION

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BC Soccer Policy

Policy Type	Operational Policy
Created	June 2022
Revised	July 2026
Reviewed	Annually
Policy Name	**Criminal Record Check Policy**

Policy Statement

BC Soccer will ensure that members and affiliated organizations have a Criminal Record Check program in place to protect the health and safety of all BC Soccer participants.

Purpose

To ensure that BC Soccer, its members and affiliated organizations uphold the duty of care owed to everyone involved in sanctioned soccer activity in BC by conducting the appropriate criminal record checks required by BC Soccer.

Standards

1. All BC Soccer members and affiliated organizations are required to maintain valid Criminal Record Checks, Vulnerable Sector Checks, Enhanced Police Information Checks or Premium National Criminal Record Checks on file.
2. Criminal Record Checks, Vulnerable Sector Checks, Enhanced Police Information Checks or Premium National Criminal Record Checks are valid for 36 months from the date that has been stamped by a BC Soccer approved provider.
3. The Board, or executives of a BC Soccer affiliated organization, sanctioned league or tournament, must ensure that only those directors, volunteers or employees who have met Criminal Record Check, Vulnerable Sector Check or Enhanced Police Information Check requirements participate in their role/activity as determined by the organization.
4. Every BC Soccer member and affiliated organization must have a Risk Management Officer.
5. The Risk Management Officer of an organization has the authority to:
    a. Require an individual to provide additional information as part of the Criminal Record Check review process.
    b. Require an individual to submit a new criminal record check prior to the anticipated renewal date.
    c. Specify the Criminal Record Check provider that an individual must use.
    d. Decide if an individual can continue in their current or potential role.
6. If a director, volunteer, or employee of BC Soccer, or an affiliated BC Soccer organization, is charged with or convicted of an offence, that person must report the charge or conviction to the organization(s) with which they volunteer or are employed, within 24 hours. The organization must request within 24 hours that the charged or convicted person obtain a new Criminal Record Check, Vulnerable Sector Check Enhanced Police Information Check or Premium National Criminal Record Check (if applicable) and determine, within timelines specified by the organization, if that person is suitable to continue carrying out his or her duties.
7. Adult Leagues (Full or Associate), Youth Districts and Associate Members must submit a Criminal Record Check Compliance Report in the format provided by BC Soccer annually by the date provided by BC Soccer.
8. Directors, volunteers, employees or contractors of BC Soccer or an affiliated BC Soccer organization, who are aged 19 years and older must have a completed Criminal Record Check on file.
    a. Individuals participating on a regular basis in any element of youth soccer, or who will be with a vulnerable person, must have a completed Vulnerable Sector Check Enhanced Police Information Check or Premium National Criminal Record Check on file.

9. Occasional volunteers with BC Soccer and in all member and affiliated organizations are not required to complete a Criminal Record Check, Vulnerable Sector Check Enhanced Police Information Check or Premium National Criminal Record Check; however, they may only have interactions with a vulnerable person if an adult who has a completed a Vulnerable Sector Check Enhanced Police Information Check or Premium National Criminal Record Check is present.
10. Adult league coaches and/or managers who permit or register youth aged players to their team must have a completed Vulnerable Sector Check Enhanced Police Information Check or Premium National Criminal Record Check on file.
11. Referees aged 19 years and older must have a completed Vulnerable Sector Check Enhanced Police Information Check or Premium National Criminal Record Check on file with BC Soccer.
12. Vulnerable Sector Checks for vulnerable adults apply only to a select few BC Soccer Affiliated Organizations. A vulnerable adult is an individual 19 and over who is receiving ongoing, non-emergency health services. Vulnerable adults include those who are dependent on others for their care and/or well-being. This could be mental health and substance use services, home and community care, chronic disease management programs, etc. You should only apply for a Vulnerable Sector Check for vulnerable adults if you are interacting with persons who meet this criterion.

Definitions

- **Completed**: A Criminal Record Check, Vulnerable Sector Check Enhanced Police Information Check or Premium National Criminal Record Check that was conducted through a BC Soccer approved provider, that has been received with no flags (i.e. is clear) or has been received and reviewed by the organization's Risk Management Officer, and a decision has been made whether or not the individual is cleared to continue in their role (or another role).

- **Occasional Volunteers:** Those volunteers who participate once a month or less or on an "one-off" basis.

- **Vulnerable Person:** Any youth, or an adult who is or may be unable to take care of themselves or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason.

Guidelines

The following providers and checks are acceptable for Vulnerable Sector Check:

- RCMP (Royal Canadian Mounted Police – Vulnerable Sector Check
- Local municipal police department – Vulnerable Sector Check
- Criminal Records Review Program – Vulnerable Sector Check ("working with adults" and "working with children" must be selected)
- Sterling Backcheck's Enhanced Police Information Check (EPIC) ISB Criminal Record Check

Applicable Operational Procedures

N/A

Compliance to BC Soccer Governing Documents

In accordance with BC Soccer's "*Bylaws 3.4.a.ii"* all member organizations must comply with the applicable Bylaws, Rules and Regulations, Policies, decisions and directives of BC Soccer and the statutes, bylaws, regulations, directives and decisions of Canada Soccer, FIFA at all times

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