BRITISH COLUMBIA SOCCER ASSOCIATION

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BC Soccer Policy

Policy Type	Operational Policy
Created	May 2024
Revised	July 2026
Reviewed	Annually
Policy Name	**Screening Policy**

Policy Statement

Background screening is one of three steps in the Responsible Coaching Movement. Background screening ensures that officials meet the important requirements to have direct contact with athletes and participants.

Purpose

BC Soccer understands that screening officials is a vital part of providing a safe sporting environment. The purpose of screening is to identify individuals involved with BC Soccer sanctioned activities who may pose a risk to its participants.

Standards

Application

Member Organizations and affiliated clubs will determine which individuals will be subject to screening using the following guidelines:

- Category 1- Low Risk- Officials involved in low-risk assignments who are not in a supervisory role, not directing others, and/or do not have access to Vulnerable Persons.
- Category 2- Medium Risk- Officials involved in medium risk assignments who may be in a supervisory role, may direct others, and/or may have limited or "in a group only" access to Vulnerable Persons.
- Category 3- High Risk- Officials involved in high-risk assignments who occupy positions and/or authority or influence over the safety, fulfillment of needs and general sport experiences of athletes, vulnerable persons, and registered participants. Officials in this category have a supervisory role, direct others, and have access to Vulnerable Persons.

Catergory 1 - Low Risk	•Parents, youth, or volunteers who are assisting on a non-regular informal basis •Event volunteers without access to the field of play and those with administrative roles at events •Older athletes hosting or participating in training sessions or workshops
Catergory 2 - Medium Risk	•Assistant coaches or volunteer head coaches of a club •Officials who are typically under the supervision of another official
Catergory 3 - High Risk	•Full time officials •Officials who travel with athletes •Officials who could be alone with athletes

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Screening Requirements

Member organizations and affiliated clubs are responsible for ensuring proper screening for officials within their organization. Member organizations and affiliated clubs will ensure that:

1. Category 1 individuals will:
    a. Confirm their qualifications, eligibility, employment/volunteer history, extent of prior experience working with children or youth and other related experience that meet the requirements for the position.
    b. Provide one letter of reference related to the position.
    c. Participate in orientation as determined by BC Soccer's Coaching Requirement Policy and the member organization or affiliated club.
    d. Complete an Application Form (Appendix A) indicating that the individual has read and understands the Member Organization or affiliated club and BC Soccer's policies and procedures and signs an acknowledgement to that effect
    e. Complete a Screening Disclosure Form (Appendix B)
    f. Unless specifically required by the member organization or affiliated club, Category 1 officials do **not** require an Enhanced Police Information Check (E-PIC) or Vulnerable Sectors Check
2. Category 2 officials will:
    a. Confirm their qualifications, eligibility, employment/volunteer history, extent of prior experience working with children or youth and other related experience that meet the requirements for the position
    b. Provide one letter of reference related to the position
    c. Participate in orientation as determined by BC Soccer's Coaching Requirement Policy and the member organization or affiliated club
    d. Complete an Application Form (Appendix A) indicating that the individual has read and understands the Member Organization or affiliated club and BC Soccer's policies and procedures and signs an acknowledgement to that effect
    e. Complete a Screening Disclosure Form (Appendix B)
    f. Complete and provide an E-PIC or Vulnerable Sectors Check upon being retained by the Organization for the first time
    g. Provide a Driver's Abstract, if requested
3. Category 3 officials will:
    a. Confirm their qualifications, eligibility, employment/volunteer history, extent of prior experience working with children or youth and other related experience that meet the requirements for the position
    b. Provide two letters of reference related to the position
    c. Participate in orientation as determined by BC Soccer's Coaching Requirement Policy and the member organization or affiliated club

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d. Complete an Application Form (Appendix A) indicating that the individual has read and understands the Member Organization or affiliated club and BC Soccer's policies and procedures and signs an acknowledgement to that effect
e. Complete a Screening Disclosure Form (Appendix B)
f. Submit a Criminal Record Check in accordance with BC Soccer Criminal Record Check Policy.
g. Provide a Driver's Abstract, if requested
h. Category 3 officials who have not resided in Canada for at least five (5) years must obtain the equivalent of a Vulnerable Sectors Check from any country where they have spent 183 days or more within the last five (5) years, prior to their arrival in Canada. If any of those documents are in a language other than English or French, the documents should be provided along with a translation from a certified translator.

4. Any official who is charged with an/or subsequently convicted of a relevant criminal offence, must immediately report this circumstance to the member organization or affiliated club who will take such steps as are appropriate, including re-assignment, suspension, dismissal, or expulsion, on a provisional basis and/or pending the conclusion of the investigation or criminal process
5. If an official provides falsified or misleading information, the official will be immediately removed from their position and may be subject to further discipline in accordance with the member organization or affiliated club's policies.

Conditions and Monitoring

6. If the screening documentation reveals an offence, behavior or personal history that does not automatically cause the individual to not pass the screening, the Screening Committee may determine that incidents revealed on an individual's screening documents may allow the individual to pass the screening process and participate in a desired position with conditions imposed.
7. The screening Committee shall have the sole and unfettered discretion to apply and remove conditions, determine the length of time for the imposition of conditions, and determine how the adherence to conditions may be monitored.

Renewal

8. The Screening Committee may determine, on a case-by-case basis, to modify submission requirements in accordance with the applicable policies and requirements from the Member Organization or affiliated club.
9. At any time, including after either the submission of an individual's application or its approval, the Screening Committee may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of the organization, could affect the assessment of the individual's suitability for participation in the programs or activities of the organization, or the individual's interactions with others involved with the organization.

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Records

10. All records should be maintained as per British Columbia's Personal Information Protection Act.

Definitions

Drivers Abstract: A driver's record of their driving history which may outline impaired charges, convictions, suspensions, and prohibitions, and the status of the driver's license

Enhanced Police Information Check (E-PIC): A search of local police information and the RCMP National Repository of Criminal Records to determine whether the individual has a criminal conviction for which a pardon has not been granted and whether select non-conviction information may be relevant to the screening process

Official: Any person, excluding players and Spectators, performing an activity connected with soccer with a Member or Affiliated Organization regardless of title, the type of activity (administrative, sporting or any other) and the duration of the activity. Officials include, but are not limited to, all Directors, Officers, committee members, coaches, trainers, referees, assistant referees, fourth officials, Match commissioner, referee inspector, diversity officer, the person in charge of safety, field marshals, event personnel, and any other person responsible for technical, medical and/or administrative matters as well as all other persons obliged to comply with BC Soccer's Rules and Regulations, and Policies.

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.

Vulnerable Sector Check: An inclusive type of check for individuals who are coaching in a vulnerable sector, which verifies the existence of criminal records, as well as pardons for sex-based offences, non-conviction information, and charges related to the predation of a child or other vulnerable person.

Guidelines

CAC Background Screening Infographic

CAC Background Screening Matrix

CAC Background Screening Policy and Process Considerations for Sport Organizations

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Canada Soccer Guide to Safety

Applicable Operational Procedures

Screening Committee

Member organizations and affiliated clubs must implement a Screening Committee. The Screening Committee should be composed of either one (1) or three (3) members. Member organizations or affiliated clubs should ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge, and abilities to accurately screen documents and render decisions under this policy.

11. The implementation of this policy is the responsibility of the Screening Committee
12. The Screening Committee is responsible for reviewing all documents submitted and based on the review, making decisions regarding the appropriateness of individuals filling positions within the organization. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.
13. Nothing in this Policy restricts or limits the Screening Committee from requesting that the individual attend an interview with the Screening Committee if the Screening Committee considers that an interview is appropriate and necessary to screen the individual's application
14. Northing in this Policy restricts or limits the Screening Committee from requesting the individual's authorization to contact any professional, sporting, or other organization in order to assess the individual's suitability for the position that they are seeking
15. Nothing in this Policy restricts or limits the Screening Committee from requesting further information from the individual on more than one occasion, subject to the individual's right to insist that the Screening Committee make a decision based on the information before it
16. The Screening Committee may, where appropriate, draw an adverse interference from an individual's failure to provide information or answer queries
17. When assessing an individual's screening application, the Screening Committee shall determine whether there is reason to believe that the individual may pose a risk to the organization or to another individual
18. If the Screening Committee determines on the basis of the individual's screening application, in addition to any further material received by it, that the individual does not pose a risk to the members of the organization, the Screening Committee shall approve the individual's application, subject to the Screening Committee's right to impose conditions
19. In the case of a decision denying an application has been denied or revoked, an individual may not re-apply to participate in the programs or activities of the organization for two (2) years from the date the rejected application was made
20. The organization may remove any member of the Screening Committee. When a

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position on the Screening Committee becomes vacant, either because a member has been removed or a member has resigned, the organization will appoint a replacement member

21. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.

Procedures

22. Screening documents must be submitted to the Screening Committee
23. An individual who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted
24. The organizations should recognize that different information will be available depending on the type of screening document that the individual has submitted. The Screening Committee will use its expertise and discretion when making decisions based on the screening documents that have been submitted.
25. Following the review of the screening documents, the Screening Committee will decide:

a. The individual has passed screening and may participate in the desired position
b. The individual has passed screening and may participate in the desired position with conditions
c. The individual has not passed screening and may not participate in the desired position; or
d. More information is required from the individual

26. In making its decision, the Screening Committee will consider the type of offence, the date of offence, and relevance of the offence to the position sought
27. Notwithstanding the Screening Committee's discretion in para (5) the Screening Committee may decide that an individual has not passed screening if the screening documentation reveals an offence listed in Schedules 1 or 2 of the British Columbia Criminal Records Review Act.

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, and FIFA at all times.

Appendix A – Screening Application Form

Note: Individuals who are applying to volunteer or work within certain positions with Add Sport Organization Name must complete this Application Form. Individuals need to complete an application form once for the position sought. If the individual is applying for a new position within Add Sport Organization Name, a new application

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form must be submitted.

NAME:

_____

First **Middle** **Last**

CURRENT PERMANENT ADDRESS:

_____

Street City Province Postal Code

DATE OF BIRTH: _____
GENDER IDENTITY: _____

EMAIL: _____

PHONE: _____

POSITION SOUGHT: _____

By signing this document below, I agree to adhere to Add Sport Organization Name's policies and procedures, including but not limited to the *Code of Conduct and Ethics*, *Conflict of Interest Policy*, *Privacy Policy*, and *Screening Policy*. Add Sport Organization Name's policies are located at the following link: **ADD**

I recognize that I must pass certain screening requirements depending on the position sought, as outlined in the *Screening Policy*, and that the Screening Committee will determine my eligibility to volunteer or work in the position.

NAME (print): _____

DATE:

_____

SIGNATURE: _____

Appendix B – Screening Disclosure

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NAME:

_____

First **Middle** **Last**

OTHER NAMES YOU HAVE USED:

_____

_____

_____

CURRENT PERMANENT ADDRESS:

_____

Street City Province Postal Code

DATE OF BIRTH: _____

GENDER IDENTITY: _____
EMAIL: _____

PHONE: _____

Local Association (if applicable): _____

Note: Failure to disclose truthful information below may be considered an intentional omission and the loss of volunteer responsibilities or other privileges

1. Do you have a criminal record? Yes ____No____
If yes, please complete the following information for *each conviction*.
Attach additional pages as necessary.

Name or Type of Offense:

_____

Name and Jurisdiction of Court/Tribunal:

_____

Year Convicted:

_____

Penalty or Punishment Imposed:

_____

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Further Explanation:

_____

_____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, I consent and authorize Add Sport Organization Name to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Enhanced Police Information Check and/or Vulnerable Sector Verification (when permitted by law) for the purposes of screening, implementation of Add Sport Organization Name's *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial/Territorial Sport Organizations, Sport Clubs, and other organizations involved in the governance of sport. Add Sport Organization Name does not distribute personal information for commercial purposes.

CERTIFICATION

I hereby certify that the information contained in this Screening Disclosure Form is accurate, correct, truthful and complete. I further certify that I will immediately inform Add Sport Organization Name of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in the withdrawal of volunteer responsibilities or other privileges and/or disciplinary action.

NAME (print): _____ **DATE**: _____

SIGNATURE: _____

-End-