



Russell Soccer Club Volunteer Screening Process

The Russell Soccer Club supports the initiative of Ontario Soccer and adopts its policy and procedures for Volunteer Screening.

The Ontario Soccer (OS) Board of Directors approved implementation of the Volunteer Screening Policy for competitive coaches prior to the start of the 2003 season and for recreational coaches prior to the start of the 2004 season. This policy was approved by The Ontario Soccer Association (OSA) Membership at the November 2001 Annual Meeting. All Soccer Clubs in the Province of Ontario must comply with these deadlines.

RSC accepts its significant responsibilities to its vulnerable clients. The RSC owes a duty of care to its members, to staff and to the community. Acceptance of this duty will be reflected in all Club programs, services and activities, as well as in its policies and procedures.

RSC recognizes that some of the positions in the Club are of significant trust. People applying for and undertaking positions of trust will be subject to more intense initial and ongoing screening and supervision than individuals in placements, which are not positions of trust. This screening process will consist of a variety of measures including a Police Reference Check (PRC).

RSC will not discriminate against any person on the basis of age, race, gender, marital status, etc., unless there is a bona fide reason related essentially and explicitly to the position being applied for and will do so with due consideration for the need to accommodate applicants where possible.

Educating participants, coaches, managers, leaders, and volunteers about abuse and harassment is very important. The Russell 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.”

More information about the OSA Volunteer Screening Policy, the Volunteer Screening Manual and the Terms of Reference for each affected position are available on the Ontario Soccer website under the Risk Management section. [Risk Management](#)

Policy

The Russell Soccer Club has a responsibility to children, young adults, parents, volunteers and staff involved in its programs and is committed to adhering to the following policy to support the provision of sound, safe and healthy soccer experience in our community. Educating participants, coaches, managers, leaders, and volunteers about abuse and harassment is very important. The RSC recognizes its responsibility to appropriately screen any person who will have access to vulnerable persons. 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.

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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 include:

- Police Records Check (A Vulnerable Sector Check);
- Training and Education (those specified by OSA for volunteers);
- Any other mechanisms as required for the role as determined by the League or the District.

Confidentiality of Personal Information

Once the Club receives information about an applicant, whether from the applicant directly or from the police, then the Club becomes responsible for that information and is then subject to many of the same legal requirements and regulations as other holders of personal information, in terms of confidentiality and access. The Club is required to safeguard the confidentiality of personal information gathered during the screening process.

Only the “Screening Officials” and (where necessary) the Selection Committee will review personal information including the Police Record Checks. Confidential information will be stored in a secure drive and will be accessible only to the “Screening Officials” and the Selection Committee (where necessary).

The RSC will take all reasonable steps to protect the confidentiality of personal information. The Club will keep confidential information for the term of the position (up to three years for Directors, up to two years for referees, team officials and other volunteers). For individuals serving in a position longer than the term of a position, an updated Police Records Check will be requested.