



Innisfil Soccer Club (ISC) Volunteer Screening Policy

Purpose:

This policy is designed to mitigate risks and liability for our volunteers, personnel and the organization.

Policy:

ISC requires that volunteers for the club request a Vulnerable Sector Check (VSC) from the South Simcoe Police (or the policing jurisdiction in which the volunteer resides). Information received by the potential volunteer in response to such a request must be made available to ISC in a form that is suitable for the purposes of determining an applicant's suitability for the potential role that they are to play with the club.

This Policy only applies to individuals 18 years of age and older that are volunteering with the Innisfil Soccer Club.

It is the responsibility of the volunteer to complete the request for a VSC and present it to the designated ISC Board for review. ***This must be completed prior to the volunteer commencing their role with ISC.***

Suitability:

A volunteer is suitable for supporting ISC if their VSC check returns without any concerns. Any question about the suitability of a volunteer is to be determined by, with the absolute discretion of, the ISC. Any dispute regarding suitability under this policy is to be resolved by the designated representative of ISC initially or definitively by the ISC executive, and shall be conducted in full privacy and confidence (see below).

Application Information:

1. *How to apply:* Volunteers residing in a community policed by the South Simcoe Police can apply to complete VSC requests online at <https://southsimcoepolice.on.ca/records-check/>. Volunteers residing in another police jurisdiction must contact their local police service for directions on how to complete their VSC.

Innisfil Soccer Club

P.O. Box 10038 Innisfil ON L9S 4Y7 Tel: 705-731-4516

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2. *Cost for Application:* There is a fee associated with the Vulnerable Sector Check (VSC) when the requester attaches the Vulnerable Sector Agency Letter from the Innisfil Soccer Club to the application. This fee must be paid upfront by the volunteer at the time of application. Once the completed VSC has been received and submitted to the club, the volunteer will be reimbursed by the club.

3. *Confidentiality Considerations:* ISC will take all reasonable steps to protect the confidentiality of personal information received from the volunteer in this process. Any personal information disclosed, including police records checks or vulnerable sector checks, shall only be reviewed by a single ISC Board Member, designated by the ISC Board Executive. The Board Member shall review the material and verify the applicant volunteer's compliance with this policy. Police records checks or copies submitted to this individual will not be retained by the ISC.

4. *Who and how often must a police records check be completed:* All coaching staff and volunteers are required to complete a police records check and a VSC. It must be completed prior to the commencement of a volunteer's role within the ISC. These checks are required as follows:
 - a. Travel Teams: A VSC will be valid for 2 years, but each person will be required to sign a Declaration for the 1 year after their VSC was completed to confirm their eligibility.
 - b. House League: A VSC will be valid for 3 years, but each person will be required to sign a Declaration for year 2 and year 3, after their VSC was completed to confirm their eligibility. All house league coaches are requested to bring their completed VSC to the annual pre-season Coaches Meeting.

Effective Date: 09/21/2025

Approved By: Board of Directors

Contact for Questions: Club Office

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