



DEVON SOCCER ASSOCIATION (DSA)

PERSONNEL SCREENING POLICY

Definitions

1. The following terms have these meanings in the policy:
 - a. "Police Vulnerable Sector Check" or "PVSC" – means, for individuals who are volunteering or employed in a vulnerable sector (such as with minor athletes), a search for the existence of a criminal record, outstanding charges, various charges and convictions, and any pardoned sex offences.
 - b. "Personnel" – Personnel includes individuals and volunteers over 18 years of age whose position within DSA is one of trust or authority relative to young people. Personnel are required to obtain A Police Vulnerable Sector Check (PVSC). Personnel include, but are not limited to coaches, team managers, board members, committee members, administrators and referees.

Purpose

2. DSA understands screening personnel and volunteers is vital part of providing a safe sporting environment for athletes. Like many sport organizations, DSA requires personnel who are in a position with ongoing, unsupervised interaction with young athletes or other vulnerable person to be vetted. Though submitting proof of the completion of this process assists DSA in the screening process, the DSA recognizes that no sport organization or sector of society can ever be 100% safe from harm.

Associated Risk and Assigned Screening Measures

3. The following outlines the level of risk associated with a position and the recommended screening measures assigned to each level of risk:

COMMON POSITIONS

High-Risk	Low-Risk
Coach for Travel Teams	Coach for Non-Travel Teams
Assistant Coach for Travel Teams	Assistant Coach Non-Travel Teams
Team Manager for Travel Teams	Executive Members without Signing Authority
Bench Parents for Travel Teams	Committee Members
Referees	
Referee Mentors	
Administrator with Signing Authority	
Executive Members with Signing Authority	

SCREENING MEASURES

High-Risk	Low-Risk
Police Vulnerable Sector Check	Police Vulnerable Sector Check
If failed check, proceed with;	If failed check, proceed with;
Self-Declaration verified by Police	Screening Reference Check (min 2 references)
Screening Reference Check (min 2 references)	Evaluation by DSA
Evaluation by DSA	

4. In the event the screening results in a failed check, the individuals in the Low Risk Category must complete a reference check and in the High-Risk category must complete a self-declaration and reference check.

How to Obtain a Police Vulnerable Sector Check (PVSC)

5. Personnel may obtain a PVSC by
- Visiting the RCMP or local police office where they live,
 - Submitting two pieces of government-issued identification (one with a photo)
 - Providing the RCMP or local police office with a copy of the DSA Police Vulnerable Sector Check Letter (should waive the fee for volunteers)
 - Completing paperwork.
6. Fingerprinting may be required if there is a match with the individual's gender and birth date.
7. Usually within 40 days, the RCMP will issue the individual a document identifying one of the following:
- NEGATIVE. A criminal record does not exist.
 - RECORDS MATCH. A criminal record exists.
 - INCOMPLETE. There was a match with the gender and birth date of the individual and fingerprinting is required.

8. Personnel must submit proof of the PVCS to DSA.

Management of PVSCs

9. PVSCs will be valid for a maximum period of 36 months from date of issue.
10. DSA recognizes that PVSCs contain sensitive personal information and will be handled pursuant to the DSA Personal Information Protection Policy.
11. PVSCs will be stored by the Administrator of DSA.

Failing PVSC

12. Should an individual applying for a position fail a PVSC, the individual will not be permitted to participate in such position until completing further screening measures as indicated for the position.

Evaluation by DSA

13. For Low Risk volunteers, DSA executive will Permit or Not Permit volunteers upon reviewing the PVSC and Reference Checks. While reviewing, DSA will look for child related concerns or restrictions.
14. For High Risk volunteers, DSA executive will Permit or Not Permit volunteers upon reviewing the PVSC, Self-Declaration verified by Police, and Reference Checks. While reviewing, DSA will look for child related concerns or restrictions as well as confirming no offenses or convictions on PVSC / Self-Declaration for a minimum period of 4 years.

Endorsed by



Brian Ott

Devon Soccer Association Vice-President

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Personnel Screening Policy