



Policy Statement

The purpose of this policy is to set the guidelines, regulations and procedures for administering the Criminal Record Check (CRC) for Edmonton Interdistrict Youth Soccer Association (EIYSA) Volunteers. This policy will outline the process to obtain a CRC and what the process is once a CRC has been completed.

Guidelines

- 1) All individuals performing the duties of Coach, Assistant Coach, or Bench Parent (in each case a “Team Official”) shall be subject to a CRC that includes the Vulnerable Sector Check.
 - 2) All CRC’s for Team Officials shall be conducted using a nationwide search of all city and state databases, as determined by the local law enforcement authorities.
 - 3) All information contained in the CRC and provided to the EIYSA shall remain confidential and will only be shared with EIYSA staff members that have been designated by the EIYSA, as directed by the Executive Director, to oversee the CRC’s.
 - 4) All files pertaining to the CRC’s for EIYSA Team Officials shall remain on file with the EIYSA for a minimum of 3 years from the time that the CRC was conducted. All files shall be stored in a secure location under the control of designated EIYSA staff, as directed by the Executive Director.
 - 5) All information received from the CRC shall be reviewed by the EIYSA Executive Director or his/her designee.
 - 6) An applicant may be disqualified and prohibited from serving as a Team Official at the sole discretion of the EIYSA Executive Director.
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Procedure

- 1) Once report is received from RCMP it is brought into or sent into the EIYSA office where it will be entered into the EIYSA system and filed.
- 2) The report will either state that the Vulnerable Sector Check (VSC) has been performed and the person is cleared, or it will state that fingerprints are required for

clearance.

- (a) If fingerprints were required, the report will be sent directly to the Team Officials residence (this takes approx. 3 months). The Team Official will then be required to provide the original report to the EIYSA.

EIYSA has a policy to deal with Security Clearances (SC) and CPIC's, as tighter procedures within the City Police and RCMP have resulted in an increase in the number of security clearances being deferred.

The following procedure applies for individuals whose SC applications have been deferred and they are required to submit their finger prints. In order to be considered to be registered as a team official, the individual must complete a Statutory Declaration and submit it to their club. The club then reviews it and decides if they wish to proceed. If they do, then the Club will prepare a Letter of Responsibility on club letter head signed by an authorized representative. Both documents must be submitted to EIYSA office for consideration.

For those whose SC application has been deferred, they must continue to complete the finger print submission process and obtain a valid clearance before they will be eligible to participate as a team official the following season. EIYSA and the club will review all results from the fingerprinting process. Individuals whose SC/CRC applications have a negative result cannot repeat this process.