

Age Groups	NCCP Certification	Respect In Sport Online Certification	Making Ethical Decisions Course (MID - Step 1)	Making Ethical Decisions Online Evaluation (MID - Step 2)	Making Headway e-learning Module	Same Gender Rap	GoalLine Online Registration	Criminal Record Check
US	Active Start Recommended 1 coach		Not required	Not required				
U7 – U9	Fundamentals Mandatory Minimum 1 coach				Not required			
U11 – U13	Learn to Train Mandatory Minimum 1 coach	Mandatory All team personnel	Mandatory Minimum 1 coach	Mandatory Minimum 1 coach		Mandatory Minimum 1 on the bench	Mandatory All Team Personnel To Register EACH Season	Minimum every 2 years, or sooner if Zone policy allows.
U15 – U19	Soccer for Life Mandatory Minimum 1 coach				Mandatory Minimum 1 coach		Any individual who sits on the bench during an SRJ league game assists with the team during SRJ league play.	Any team personnel interacting with players must provide a criminal record check
Provincials U15 – U19	Soccer for Life All head, assistant, and apprentice/developmental coaches	Mandatory All team personnel	All head, assistant, and apprentice/developmental coaches		Mandatory All coaching staff	Mandatory Minimum 1 coach and 1 non-coach on the bench		vulnerable sector to their zone or community.

**Deadline for above requirements prior to 1<sup>st</sup> game**

*Any unregistered team personnel (those found on the team bench or on the game sheet) may be fined \$100 each.*

**COSTS:** All US – U15 NCCP certification clinics are free for SRJ registered team personnel. Respect In Sport is free online training. Goaline registration is free and takes about 3 minutes through your Zone online, and all other coach certification costs may be covered or reimbursed by your Zone association – just pick with your Zone and you’re done! Criminal record checks are free for community association coaches when accompanied by a letter from the community association. Checks for zone coaches are \$10 when accompanied by a letter from the zone (otherwise cost is \$70). In recognition of completing your requirements, fees free to apply for the coach honorarium at the end of the season or on before deadline (maximum accumulation honorarium of \$50 per coach).

## 12 Screening Policies

### 12.1 Screening (1.19)

- 12.1.1 Participant protection is morally, ethically and legally necessary.
- 12.1.2 SSA, its Member Organization and Entities, goal is to provide a safe environment for clients, members, volunteers, participants and staff regardless of where they enjoy soccer in Saskatchewan.
- 12.1.3 As directed by this policy, organizers of soccer have a legal duty of care to safeguard against suspected or known abuse, neglect or unsafe practices and to provide protection against known child abusers or people with serious criminal records (see 3.3.6).
- 12.1.4 Implementation of Screening policies and practices:
  - a) Reduces the risk of harm to vulnerable participants in SSA activities
  - b) Will help minimize liability for volunteer Directors and Officers at all levels of the SSA
  - c) Is part of sound financial management and good human resources management; ensuring people are in positions best suited to them and the organization
- 12.1.5 Screening is a best practice in support of these stated goals and principles; it involves a multi-step process to assess individuals who are in positions of trust or authority.
- 12.1.6 SSA recommends that all member organizations adopt and utilize the following screening processes for all employees and volunteers who may work directly with children and adolescents, including but not limited to all coaches and team personnel:
  - a) Develop a clear Job Description and Posting.
    - i. Be specific about the duties associated with the position, including key responsibilities, performance criteria, and accountability, lines of reporting, and the level and type of contact with children. Consider the qualifications required for the position including both interpersonal skills (the ability to interact with others) and values, attitudes, and beliefs (e.g. understanding of appropriate behaviour, knowing how to interact with children in a healthy way, etc.), as well as professional knowledge (certification, experience, etc.)
  - b) Establish a formal application and recruitment process
    - i. Have the candidate complete a Job Application, including:
      - a A Screening Disclosure Form
      - b A release to allow the organization to contact the candidate's direct supervisor at the most recent organization with whom the candidate has worked/volunteered and permission for that individual to release information on the candidate's interactions with children
      - c Interview the candidate
      - d Check References

- c) Conduct Police Record Check Screening – Mandatory for all SSA MO – See Article 12.2
- d) Complete a new employee/volunteer orientation
  - i. All new employees/volunteers should receive orientation. This should include but not be limited to training in organizational policies and procedures relating to safety, a clear explanation of the Code of Conduct and appropriate versus inappropriate interactions between adults and children, and the internal and external reporting processes.
- e) Ensure proper supervision
  - i. Supervision is key to reducing the likelihood that children will be victimized and is one of the most critical ways to ensure your organization is safe. Establishing a probationary or trial period is a good way for the organization to assess whether a new employee/volunteer is the right fit. The goals of effective supervision are to:
    - a Support and motivate while developing an employee/volunteer's skill set
    - b Communicate the culture, values, and objectives of the organization
    - c Provide guidance, feedback, and coaching Foster accountability
    - d Communicate key information
    - e Detect misconduct and prevent child maltreatment

## 12.2 Police Record Check Screening (1 19)

- 12.2.1 In all cases in SSA policy a "Police Records Check" includes a Criminal Records Check (CRC) with Vulnerable Sector Verification (VSC) or, as referred to in 12.2.2, an Enhanced Police Information Check (E-PIC)
- 12.2.2 An E-PIC can be obtained from the SSA provided Mybackcheck.com platform. E-PICs do not check for Pardoned Sexual Offences, and therefore only the following individuals are eligible to submit an E-PIC; individuals that do not meet these criteria must obtain a CRC with Vulnerable Sector Verification:
  - a) **Returning staff/volunteers:** Due to current legislation regarding waiting periods for pardons/record suspensions of 10 years for indictable offences, any person that has completed a Vulnerable Sector Check with a 'clear' result within the past ten years would not have to complete a search for pardoned sex offences once again, as any new convictions for sexual offences would be uncovered during a standard Criminal Record Check before 10 years elapses.
  - b) **Individuals born after February 28, 1986:** The date of birth belonging to the youngest person with a pardoned sexual offence is February 28, 1986. Therefore, any search for pardoned sexual offences on a candidate born after February 28, 1986 is not required. The federal government passed legislation in 2012 preventing anyone from obtaining a record suspension (pardon) for any sexual offences going forward. This means the list of *pardoned* sexual offenders is not growing and therefore, this date will not be changed going forward.
- 12.2.3 SSA Member Organization are required to adopt and implement screening policies and practices within their organizations that meet the standards set by the SSA and CSA.

- 12.2.4 In some cases, there may be delays in receiving the results of the requested CRC and/or VSC. In these cases, organizations should utilize the following guidelines:
- a) Ensure the applicant has completed the Screening Disclosure Form as outlined above
  - b) Any employee/volunteer awaiting screening results should be under close supervision
  - c) Follow up with program participants. Regular contact with participants and family members can act as an effective deterrent to someone who might otherwise do harm

### 12.3 Who must complete a Police Record Check?

- 12.3.1 The following individuals are required to complete a PRC:
- a) All SSA and SSA Member Organization staff and volunteers (coaches, team personnel, instructors, gender representative personnel and chaperones or others) in a supervisory role representing the SSA at in province or out of province events
  - b) All SSA and SSA Member Organization Coaches and Team Personnel for Youth and Mini teams
  - c) One Asst. Coach/Manager for any team where a youth is registered as the Coach, in this case the Youth cannot be asked to complete the check and therefore the team must also have an adult coach/manager and that adult must have completed a PRC
  - d) Any other individuals may be screened at the discretion/request of the SSA Executive Director or Director of Soccer Operations, President of the Member Organization or their designate.
  - e) Volunteers and staff new to Canada must have a completed PRC from their previous country of residence (translated) and an up to date CV/Resume that meets Canadian standards.

### 12.4 Police Record Check Implementation

- 12.4.1 Screening including the completion of a PRC, with respect to both charges and occurrences, must be completed prior to the starting date of duties except where fingerprints are requested, in which case, at the discretion of the organization, the individual can commence duties, pending the successful completion of the process.
- 12.4.2 Verification: Upon receiving a PRC from a police service the applicant shall confirm completion by presenting the original document to the organization; the administrator shall record the file number (if any) and date issued. If an E-PIC is issued, the MO will have access to the digital document.
- 12.4.3 The cost of a PRC is the responsibility of the applicant. Allowances may be made where financial need has been established, or at the discretion of the organization, for the cost to be reimbursed.
- 12.4.4 A PRC will be valid for a period of 2 years from the date of issue, unless information is presented to the Executive Director/Director of Soccer Operations or Member Organization President which shows that there are reasonable grounds for another police record check to be required prior to expiry.

- 12.4.5 As a result of screening procedures or a PRC that indicates a previous criminal conviction, organizations will have the authority to request further information from the person about the nature and circumstances of the conviction in order to determine whether the conviction relates to a relevant offense.
- 12.4.6 Relevant offenses include but are not limited to:
- a) Any offense involving the possession, distribution, or sale of any child-related pornography
  - b) Any sexual offense
  - c) Any offense involving theft or fraud
  - d) Any offense for trafficking and/or possession of drugs and/or narcotics
  - e) Any offense involving conduct against public morals
  - f) Any crime of violence including but not limited to, all forms of assault
  - g) Any offense involving a minor or minors
  - h) In the event that the position requires the transportation of others, any offense involving the use of a motor vehicle, including but not limited to impaired driving
- 12.4.7 All PRC that indicate a criminal code conviction for a relevant offense shall be reported to the Executive Director of SSA and the President/designate of the Member Organization.
- 12.4.8 Should a relevant offense be confirmed by the PRC, the organization may:
- a) Refuse to hire a staff person or appoint a manager, chaperone, coach or volunteer who does not consent/agree to screening, and/or who does not cooperate in providing further information pertaining to the nature and circumstances of a criminal conviction
  - b) Refuse to hire a staff person or appoint a manager, chaperone, coach or volunteer who has a conviction for, or has been found guilty of a relevant offense
  - c) Suspend without compensation, dismiss or reassign the duties and responsibilities of any staff person, manager, chaperone, coach or volunteer as a result of a pending investigation or a criminal conviction for a relevant offense as defined in 12.4.6
  - d) Dismiss any staff person, manager, chaperone, coach or volunteer who has or receives a conviction for, or is found guilty of a relevant offense as defined in 12.4.6
- 12.4.9 Any applicant denied an opportunity with the organization as a result of their PRC clearance status has a right to appeal that decision to the organization according to the terms of the SSA Appeals policy.
- a) Appeal hearings shall be held in strict confidence.
  - b) The appellant is responsible for providing any documentation or police presence needed to explain why his or her past record/behaviour should be a non-issue in determining his or her continuing ability to participate in the sport.
- 12.4.10 The SSA/organization shall keep the results of a PRC confidential unless such disclosure:
- a) Is required by law
  - b) Is necessary for a disciplinary proceeding or prosecution of a claim against the individual
  - c) Is required as per SSA's membership eligibility requirements with Sask Sport or the CSA
  - d) Is in the best interest of the public or SSA, the Member Organization and CSA members
  - e) Is in response to a reference check by other Member Organization, or any other person whose membership or association may be affected by the person's criminal record

- 12.4.11 All PRC that do not indicate a criminal code conviction for a relevant offense shall be kept confidential.

## 12.5 Compliance

- 12.5.1 Responsibility for the education and implementation of screening policies, record keeping and the release of information rests with the Member Organization President or his/her designate.
- 12.5.2 Failure to adhere to SSA Screening Policy requirements may be subject to fines, suspension and/or further discipline from the SSA.