

Newfoundland and Labrador Soccer Association



Volunteer Screening Policy

March 2026

8.0 Volunteer Screening Policy

8.1 Definitions - For the purpose of the NLSA Volunteer Screening Standards, the terms set out below are defined as follows:

8.1.1 Police Record Check (PRC)– means a search of the Canadian Police Information Center centralized criminal record database whether the individual has a criminal record as well as non-conviction criminal information such as charges, warrants, probation orders, peace bonds, and dispositions for Not Criminally Responsible on account of Mental Disorder (NCR), as well as other police contact. Valid for 12 months.

8.1.2 Police Vulnerable Sector Check or VSC – means, for individuals who are volunteering in a vulnerable sector (such as with youth athletes), a search for the existence of a criminal record, outstanding charges, various charges and convictions, and any pardoned sex offences. Valid for 12 months

8.1.3 Personnel – includes individuals and volunteers whose position with an Affiliated Member is one of trust or authority relative to young people. Personnel are required to obtain both a PRC and a VSC. Personnel include, but are not limited to coaches, technical directors, course and camp instructors, managers, chaperones, employees, board members and staff.

8.1.4 Respect in Sport means the interactive online training course to teach personnel to recognize and prevent bullying, abuse, harassment and discrimination. Valid for 5 years

8.1.5 Respect in the Workplace means the interactive online training course to teach personnel to recognize and prevent bullying, abuse, harassment and discrimination. Valid for 5 years

8.2 Purpose

8.2.1 The NLSA recognizes that screening personnel and volunteers is a vital part of providing a safe environment for all our athletes.

8.2.2 The NLSA requires that all personnel who interact with young athletes be screened and recommends all Member Associations screen personnel who are in a position with ongoing, unsupervised interaction with young athletes or other vulnerable persons.

8.2.3 Although completing this process of screening helps the NLSA in the selection of personnel, we also realize that no sports organization can ever be 100% free from harm.

8.3 Assessment of Risk and Recommendations for Screening

8.3.1 Each position within the NLSA should be assessed for its level of risk to the participant and/or the organization. This type of risk management involves looking at the possibilities of loss or injury that might arise in programs, activities and services and taking steps to reduce them.

8.3.2 The need to screen an applicant is dictated by the nature of the position and its inherent level of risk. When determining risk, the NLSA and its Members should consider such factors as the participant, the environment, the nature of the activity, the level of supervision and the nature of the relationship between the athlete and the applicant.

8.3.3 The NLSA suggests the following with respect to the level of risk associated with a position and recommended screening measures that should be applied to each position.

8.4 Positions

8.4.1 High Risk - Provincial Team Officials, PYL Team Officials, All-Star Team Officials, Course Instructors, Technical Staff, Board Members and Administrators

8.4.2 Low Risk - Recreational Team Officials, Grassroots Team Officials

8.5 Recommended Screening Measures

8.5.1 High Risk – PRC with VSC, Respect in Sport, Evaluation by Organization, Application Form, References.

8.5.2 Low Risk – PRC with VSC, Respect in Sport, Evaluation by Organization, and References.

8.5.3 For NLSA Member Board of Directors. NLSA staff and Member Associations' Boards and staff there should be a standard in place for a minimum PRC except for those personnel that hold a position in the High-Risk category above

8.6 Police Record Check (PRC) with Vulnerable Sector Screening VSC

8.6.1 In all cases in NLSA policy a Police Records Check (PRC) includes a Criminal Records Check (CRC) with Vulnerable Sector Verification (VSC)

8.6.2 An E-PIC can be obtained from the NLSA 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:

8.6.3 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.

8.6.4 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.

8.6.5 NLSA Member Organizations are required to adopt and implement screening policies and practices within their organizations that meet the standards set by NLSA and Canada Soccer.

8.6.6 All NLSA and NLSA Member Organization staff and volunteers (coaches, team staff, instructors, officials, assessors, Board Members and chaperones) in a supervisory role involving youth representing the NLSA in or outside the province must have a valid PRC with VSC.

8.6.7 All NLSA and NLSA Member Organizations Coaches and Team Personnel for Youth and Mini teams plus any senior team with youth as members or playing as call-ups must have a valid PRC with VSC.

8.6.8 Personnel applying for positions with Provincial Teams must submit a valid PRC with VSC with their application.

8.6.9 Personnel registering as team staff with PYL, Challenge Cup, or Jubilee Trophy teams must submit an up-to-date PRC with VSC by March 14th each calendar year.

8.6.10 In the case where there are youth coaches who cannot obtain a PRC clearance, all remaining members of the coaching staff must be an adult(s) with a valid PRC with VSC.

8.6.11 Volunteers and staff new to Canada must present a valid PRC with VSC from their previous country of residence (in English).

8.6.12 Any other individuals may be screened at the discretion/request of the NLSA.

8.7 Police Record Check Implementation

8.7.1 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.

8.7.2 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 Member Organization will have access to the digital document.

8.7.3 **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.**

8.7.4 A PRC will be valid for a period of 1 year from the date of issue.

8.7.5 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. 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

8.7.6 All PRCs that indicate a criminal code conviction for a relevant offence shall be reported to the President/designate of the Member Organization.

8.7.7 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 offence.

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 offence.

d) Dismiss any staff person, manager, chaperone, coach or volunteer who has or receives a conviction for, or is found guilty of a relevant offence.

8.7.8 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 *Appeals Policy*.

8.7.9 Appeal hearings shall be held in strict confidence.

8.7.10 The appellant is responsible for providing any documentation or police presence needed to explain why their past record/behaviour should be a non-issue in determining their continuing ability to participate in the sport.

8.7.11 The NLSA/organization shall keep the results of a PRC confidential unless such disclosure is required by law, is necessary for a disciplinary proceeding or prosecution of a claim against the individual, is required as per NLSA's membership eligibility requirements with Sport NL or Canada Soccer, is in the best interest of the public, the NLSA, the Member Organization and Canada Soccer members or is in response to a reference check by other Member Organizations or any other person whose membership or association may be affected by the person's criminal record.

8.7.12 All PRC's that do not indicate a criminal code conviction for a relevant offence shall be kept confidential.

8.8 Compliance

8.8.1 Responsibility for the education and implementation of screening policies, record keeping and the release of information rests with the Member Organization President or their designate.

8.8.2 Failure to adhere to NLSA Screening Policy requirements may be subject to fines, suspension and/or further discipline from NLSA.