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United DFC Policies and Procedures Volunteer Screening

1.0 Purpose

The purpose of this policy is to ensure the safety and well-being of the United DFC membership, its players, volunteers, and staff by establishing the principles and parameters of a volunteer screening process.

2.0 Scope

This policy applies to all United DFC participants operating or assisting with any United DFC business, activity, program, or event in a voluntary capacity.

3.0 Definitions

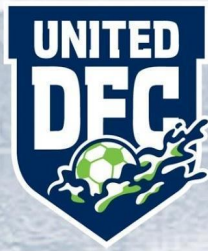
Young Person: For the purposes of this policy, a young person is someone who is younger than 18 years old

4.0 Policy Statement

United DFC is predominantly a youth soccer club. Any volunteer may be asked to assist with youth teams. As such, all club Board members, all Employees, all Coaches, all Managers, all Chaperones, and any other volunteer deemed necessary by the Board is required to complete a Criminal Record Check with Vulnerable Sector Check and a Child Abuse Registry Check. This is mandatory, and volunteers who fail to provide the requested checks every three (3) years will unfortunately not be permitted to volunteer. The Board may require that identified individuals will require completion of the above checks on a more frequent basis than indicated above and/or impose restrictions on activities as part of their volunteering work.

Not all individuals associated with United DFC will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to United DFC or participants. United DFC will determine which individuals will be subject to screening using the following guidelines (which may be varied at United DFC's discretion):

Level 1 – Low Risk - Participants involved in low risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to



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Vulnerable Participants. Low Risk Volunteers must complete an application form, but are not required to complete checks. Examples:

- a. Parents, *young people, or volunteers who are helping out on a non-regular or informal basis

Level 2 – Medium Risk – Participants involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to Vulnerable Participants. Medium Risk Volunteers must complete an application form, and are required to complete checks. Examples:

- a. Athlete support personnel
- b. Non-coach employees
- c. Board Members
- d. Coaches who are typically under the supervision of another coach (ex. junior coaches in Skill Centres)

Level 3 – High Risk – Participants involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with finances, and who have frequent or unsupervised access to Vulnerable Participants. High Risk Volunteers must complete an application form, at least one reference, and are required to complete checks. Examples:

- a. Full time employees who operate in coaching / on field capacity
- b. Coaches who travel with Athletes
- c. Coaches who could be alone with Athletes
- d. Team Managers

***Young People/Person**

United DFC defines a young person as someone who is younger than 18 years old. When screening young people, the club will:

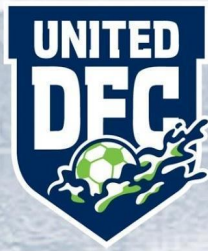
- a. Not require the young person to obtain a Criminal Record Check with Vulnerable Sector Check and a Child Abuse Registry Check;
- b. In lieu of obtaining a Criminal Record Check with Vulnerable Sector Check and a Child Abuse Registry Check require the young person to submit up to two (2) additional letters of reference.

United DFC reserves the right to ask any individual volunteering for the organization, including young people, to meet any additional screening requirements as deemed necessary by the designated club officials responsible for screening.

5.0 Procedures

Responsibility of Volunteer:

1. Submission to the club of completed Volunteer Expression of Interest Form.



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2. If required, submission of reference.
3. If required, submission to the club of Criminal Record Check; or Submission of Military Conduct Sheet (if applicable – required once if no longer active in the military)
4. If required, share with club Vulnerable Sector Search Status
5. If required, submission to the club of Child Abuse Registry Check.

Responsibility of the Club:

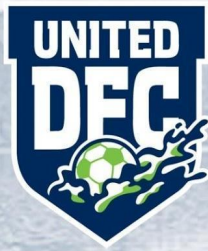
1. Obtain Criminal Record Check with Vulnerable Sector Check (see 2. above) and pay for checks if a fee is required.
2. Obtain Child Abuse Registry Check (see 3 above).
3. Refer any declared charges or convictions to the Secretary, who will refer the matter to the Board Executive Committee.
4. Update, monitor, and ensure privacy of the Volunteer Screening Database.
5. Provide education and support for volunteers on the screening process.

6.0 Related, Policies, Legislation and/or Documents

United DFC Volunteer Expression of Interest Form

7.0 Approval and Review

Approval and Review	Details
Approval Authority	Board of Directors
Administrator	Executive Director
Next Review Date	05/06/2025
Approval and Amendment History	Details
Original Approval Authority and Date	08/03/2020
Amendment Authority and Date	05/06/2022



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