

WSAPOL-13 SCREENING POLICY

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Purpose

We are required, by law, to do everything reasonable to provide a safe and secure environment for participants of our programs, activities and events while also ensuring minimal liability/risk to the Club, our volunteers and employees. Weyburn Soccer Association (WSA) accepts its responsibility to ensure adherence to this Screening Policy for all its volunteers and employees involved in the provision and delivery of its programs to its members.

Definitions

Club – WSA, as represented by its duly elected Board of Directors Program – a service or activity, both indoor and outdoor, offered by the Club to its members

Member – as defined in the Club’s policy

Volunteer - an individual who is registered with the Club to undertake the provision and delivery of a program for the benefit of the members of the Club and has no binding contract and/or payment agreement with the Club. This includes members of the Board of Directors.

Duty of Care – is a legal principal that identifies the obligations of individuals and organizations to take reasonable measures to care for and protect their members. It is important to understand that Canadian courts will uphold organizations’ responsibilities to carefully screen volunteers and employees. This is part of their “Duty of Care”. Criminal Reference Checks (CRC) or “Police Check” – a search of the RCMP criminal database to determine whether the individual has a criminal record

Vulnerable person - is a member who has difficulty protecting him/herself from harm, temporarily or permanently, and is at risk because of age or being physically or mentally challenged.

Vulnerable Sector Check (VS) - A secondary part of the Criminal Reference Check, for individuals who are volunteering in a vulnerable sector (such as with minor athletes, seniors, or with persons with a disability), which also searches for the existence of any pardoned sex offenses and/or charges.

Team Official – Any coach, assistant coach, manager, or assistant manager that will be affiliated with the team and eligible to be with the players in the technical area. Youth – Players under the age of 18 as of Jan 1st.

Application of Policy

This policy applies to all individuals whose position with the Club is one of trust or authority which may relate to, at a minimum, finances, supervision, youth, or participants who are considered vulnerable.

A Criminal Reference Check 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.

* A year is defined as April 1 – March 31

The WSA Screening Process will include the following steps:

- 1) Develop a clear Job Description and Posting. 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.)
- 2) Establish a formal application and recruitment process. 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
- 3) Conduct Police Record Check Screening
- 4) Complete a new volunteer orientation. All new 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.
- 5) Ensure proper supervision. 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

As a result of screening procedures or a CRC 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:

- Any offense involving the possession, distribution, or sale of any child-related pornography
- Any sexual offense
- Any offense involving theft or fraud
- Any offense for trafficking and/or possession of drugs and/or narcotics
- Any offense involving conduct against public morals
- Any crime of violence including but not limited to, all forms of assault - Any offense involving a minor or minors.
- 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

All CRC that indicate a criminal code conviction for a relevant offence shall be reported to the Executive Director of SSA and the President/designate of the Member Organization.

Should a relevant offense be confirmed by the CRC, the organization may:

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

Every applicant approved and accepted for a Position within the Club is obliged to immediately inform the Club if he or she is charged, tried, convicted or involved in any way in a police investigated matter related to any of the above-noted offences under the Criminal code or under other provincial or federal statutes.

Appeal Process

Any applicant denied an opportunity with the organization as a result of their CRC clearance status has a right to appeal that decision to the organization. Appeal hearings shall be held in strict confidence. 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.

Confidential

WSA shall keep the results of a CRC 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 SSA's membership eligibility requirements with Sask Sport or the CSA -
Is in the best interest of the public or SSA, the Member Organization and CSA members
- 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

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

WSAPOL-14 CONFIDENTIALITY and PRIVACY POLICY

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In connection with its operation of soccer programs and its soccer camps and related activities, Weyburn Soccer Association engages in the collection of personal information. The personal information collected is largely that of children, who are the vast majority of participants in these activities, although personal information of coaches, managers, parents and others who are not employees is also collected. The information is collected to identify children, place them by age and gender in appropriate teams, communicate with children and their parents, coaches and managers regarding team activities, facilitate their participation in outside soccer events, and register them as required with Saskatchewan Soccer Association.

The Personal Information Protection and Electronic Documents Act (PIPEDA) and the Canadian AntiSpam Legislation requires that rules with respect to the protection of personal information be established by organizations such as the Club. We consider this an important goal, particularly in connection with participants in our programs who are children. As such, the following rules will apply:

1. All personal information, especially with respect to children, will be kept strictly confidential. The only personal information to be collected in connection with team registration will be the child's name, address, telephone number, gender, age and parental contact information, including email address. For coaches and managers, the information will consist of name, address, telephone number, gender, age and email address, and certification information, as applicable. In addition, coaches and/or managers are authorized by the Club to request and collect health card information for children on their respective teams, for the current season only, to be used only in the case of a medical emergency, if and when a parent or guardian is not present.
2. Personal information of children, coaches and managers shall be maintained by Executive Directors of WSA. Archives of data files obtained from Saskatchewan Soccer and/or information from online registration will be maintained only by WSA.
3. Members of the Board of Directors may have personal information related to the current season's players at home in hard copy or on personal home computers to facilitate initial team organization only, as may coaches and managers of teams, for the duration of the current season only. Players' personal information is to be deleted from the home computers referred to above at the end of the current season, without the retention of copies, whether computerized or hard copy. All documentation containing personal information with respect to

players is to be shredded at the end of the season, except that mailing list information from previous years shall be maintained by WSA Executive Directors to facilitate continuing Club participation by players. There are no exceptions to these rules.

4. Personal information with respect to children is not to be shared with any outside club, organization, person, or entity, and, commercial organizations, without the express written consent of parents, or players over 18, and of the Board of Directors. However, the Board of Directors hereby expressly consents to coaches providing the names, addresses, ages and gender of players to (a) other clubs, to facilitate their participation in tournaments (or an interclub league), provided that the player's parents (or the player, if over 18 years of age) consents, and (b) Saskatchewan Soccer, to maintain player registration.

5. Contact information, including children's names, parent's names, email addresses and telephone numbers, coaches' names, email addresses and telephone numbers, may be shared by coaches and managers within a team for the purpose of facilitating transportation to games, practices and tournaments. Other personal information, especially with respect to children, shall not form part of this communication.

6. Personal information regarding medical conditions, in particular, is to be kept strictly confidential, and shall not be communicated to anyone by the person receiving such information from the parent or player without the express written consent of the parent (or player, if over 18 years of age). WSA is not to provide personal information regarding a player to any person, other than a coach or manager who has a reasonable need to contact the parent of a child on his or her or other team. When in doubt, executive directors should direct such inquiries to the Executive or President.

7. Any parent (or player, if over 18 years of age) is entitled to know of the existence, use and disclosure of his or her personal information and that of his or her child, and to amend incorrect information, upon request. This entitlement is subject, however, to superseding court orders. Custodial parents with court orders which have or may have the effect of precluding the other parent from having or amending such information are required to file a copy of the order with the Club office.

8. In accordance with statute and upon proper request, WSA is required to provide, a list of members to a member, or a member's attorney or legal representative. The list may only be used in connection with (a) an effort to influence the voting of members; (b) requisitioning a meeting of the members; or (c) another matter relating to the affairs of the corporation.

9. Only with express consent does Weyburn Soccer Association photograph and/or record children's images and/or voices on still or motion picture film and/or audio tape. The use of this material is restricted to the promotion of soccer through the media of newsletters, websites, television, film, radio, print and/or display form. WSA may use team or individual

pictures and will only publish a child's first name and last initial for publications/events run by WSA when the child is under the age of 18. Parents/Guardians may withdraw consent from this arrangement at any time.

WSA is NOT responsible for the prevention of individual photography or videography or any other form of recording during soccer activities.

10. All inquiries, requests, and/or complaints regarding personal information and privacy issues, including photography/videography shall be directed, in writing, to the President who shall be the Club's Privacy Officer at president@weyburnsoccer.com

WSAPOL-15 COMMUNICATION POLICY

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Weyburn Soccer Association is committed to transparent and honest communication with our Membership, sponsors, community stakeholders, the leagues in which we have membership and our governing bodies (Saskatchewan Soccer Association (SSA), Canada Soccer (CS)). We consider communication vital to our club's success. All official publications of the Club shall be published only under the specific authorization of the Club.

Communication includes:

- Club website
- Mail
- Email
- Media (Radio, TV, Print, Twitter, Facebook, LinkedIn)
- Saskatchewan Soccer Association meetings
- Marketing Material

Communicating with Membership

The WSA website www.veyburnsoccer.com is the primary portal for communications with membership, indeed, all audiences. Executive, Board and employee contact information is listed on the club website.

Club By-Laws and Policy information is available on the website.

Periodically, throughout the season, the club may either post or email information regarding club activities or events to the general membership.

Board of Directors Communications

Board and committee meeting minutes as well as financial documents are always available for viewing by club members.

Wherever possible, the agenda for upcoming board meetings will be available on the website. The annual meeting schedule will be posted on the website each fiscal year, following the AGM.

An Information Circular and a Proxy Form will be emailed to all members prior to any AGM. Annual or Special General Meeting information will also be available to all members.