

LISA ADMINISTRATION MANUAL

Chapter 8

Volunteer, Employee & Contract Worker Screening

(Updated October 5, 2017)





Chapter 8 – Volunteer, Employee & Contract Worker Screening

Rule 800 Volunteer Screening – Policy and Procedure:

1. Statement of Policy:

The Lower Island Soccer Association (LISA), as sanctioned by BC Soccer, is committed to implementing a Volunteer, Employee, and Contract Worker Screening Process. All members, employees, and volunteers who desire to participate in LISA sanctioned activities shall be required to complete screening. It is also highly recommended that coaches, parents/spectators, and players become familiar with LISA's respective code of ethics, as seen in Appendix B and Appendix C.

The LISA and its member Clubs will be guided by the BC Soccer 'YouthSafe Program'.

2. Procedure: LISA's procedures related to screening follow BC Soccer's Risk Management ~~Rule 21~~22.

A. The following persons shall be covered by the Screening Process:

i. Every volunteer or employee the LISA and its member Clubs, age 19 and over, who at any time could be expected in the performance of their duties to:

1. be with **any vulnerable person** ~~any minor aged person~~;
2. be entrusted with performing financial duties; or,
3. be responsible for book keeping or bank account(s) or any other monetary duties,

must have on file the results of a specified Criminal Record Check completed within the previous 36 months from an agency approved by the LISA.

ii. Every Director of the LISA and its member Clubs must have on file the results of a Criminal Record Check completed within the previous 36 months from an agency approved by the Association.

iii. The type of Criminal Record Check submitted by volunteers is to be specified by the LISA.

iv. The approved agencies for Criminal Record Checks are the RCMP, Municipal Police Departments **and the Provincial Government's Criminal Records Review Program.**

B. New persons to the LISA or its member clubs, or those with an expired Criminal Record Check, who are required under Rule 800.2A to complete a Criminal Record Check, may not assume their duties until their Criminal Record Check is completed to the satisfaction of the District or Club Director of Risk Management.

C. Any person who, after being given reasonable notice, fails to provide a Criminal Record Check will not be allowed to continue with their designated duties. They shall also be prohibited from continuing their duties with any other club or organisation that is sanctioned by BC Soccer or by LISA.

D. Screening of individuals named in Rule 800.2A will normally be done once in every three (3) year period, however, Club or District Directors of Risk Management may at any time require an individual to participate in additional screening.

E. Club Directors of Risk Management (DRM) shall oversee the screening process. This Director shall be identified to the Lower Island Soccer Association Board Secretary by the date specified by LISA each year. The Club DRM shall:

- i. Ensure each individual applicant named in Rule 800.2A, is provided with a letter from his or her Club that identifies them as a volunteer or employee of the Club. The applicant shall apply for a Criminal Record check at the police department or



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detachment having jurisdiction in the city or municipality in which they reside **or on-line via the Provincial Government's Criminal Record Review Program**. A letter verifying they are a volunteer may remove or reduce the fees associated with the Criminal Record Check. See Appendix A for police department contact information and Appendix D for a sample letter. The policies and fees of various police jurisdictions may change at any time.

- ii. Inform individuals who are obtaining a Criminal Record Check that the “Vulnerable Sector Check” portion of the Criminal Record Check is mandatory.
 - iii. Complete background checks on all individuals as required by Club and/or Lower Island policy.
 - iv. Prepare a list of all persons in the Club or organisation who are required to complete the Criminal Records Check.
 - v. Maintain a file indicating the completion dates of satisfactory Criminal Record Checks, Criminal Record Checks outstanding and a 36 month diary date. Club DRM's shall arrange to update these files on a regular basis and shall include in the file any pertinent information as it relates to the individual's activities within the club or organisation.
 - vi. Provide name and details to the LISA DRM of any individual who is suspended or permanently removed, for any reason, from his or her duties with the Club.
 - i. **If a volunteer or employee, is charged with or convicted of an offence, per the Criminal Records Review Act (RSBC 1996), within 36 months of their last criminal record check on file, that person must promptly report the charge or conviction to the organization(s) with which they volunteer or are employed by. The organization must promptly request the charged or convicted person obtain a new criminal record check including a vulnerable sector check (if applicable) and determine, within timelines specified by the organization, if that person is suitable to continue carrying out his or her duties.**
- F. The LISA DRM shall:
- i. Assist Club DRM's to put in place a Volunteer Screening policy and procedure.
 - ii. Provide Club DRM's with appropriate forms and documents by the date determined by LISA each soccer season.
 - iii. Assist Club DRM's to keep a record of all Criminal Record Checks and other documents that have been received.
 - iv. Provide reports to the LISA Board and to the BC Soccer DRM as may be periodically required.
 - v. Encourage, develop and advance the process to Volunteer Screening within the District.
- G. Where an individual is found to have a criminal record or charge, Section 10 and Section 11 of the BC Soccer YouthSafe Program will be followed by the Club and LISA DRM. The Club or the LISA DRM may resolve the issue but **MUST** report the findings to BC Soccer.



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Appendix A – Police Department Information

Department	Contact	Applications on Web Site
Central Saanich Police Services	1903 Mount Newton X-Road Saanichton, B.C. V8M 2A9 Tel:250-652-4441 e-mail: general_enquiries@saanich.ca	No. Must attend in person Monday to Friday 0800 to 1800
Oak Bay Police Department	1703 Monterey Ave Victoria BC V8R 5V6 Email: info@oakbaypolice.org Phone: (250) 592-2424 Fax: (250) 592-9988	No. Must attend in person with 2 pieces of I.D. Service hours are Monday to Friday 8:30 am to 4:30 pm.
Saanich Police Department	760 Vernon Ave Victoria BC V8X 2W6 Phone: 250 475-4321	Yes, but must attend in person. Call the Administration Constable at 250-475-4352 for details.
Victoria Police Department*	Main Headquarters Building 850 Caledonia Ave., Victoria, British Columbia Canada, V8T 5J8 Front Desk Hours 7am to 8 pm Telephone: (250) 995 - 7654 Main Administration Fax: (250) 384 - 1362 West Division 500 Park Place Esquimalt, British Columbia	Yes, but must be submitted in person with 2 pieces of appropriate I.D. at the Main HQ Building. Monday-Friday 9:00am - 5:00pm
RCMP**	Sidney / North Saanich Det. West Shore Det. Sooke Det. Shawnigan Lake Det. North Cowichan / Duncan Det.	

* Includes the Municipality of Esquimalt

N.B. All of the Police Departments and the RCMP insist that the applicant for a criminal history check must be a resident of that City, Town or Municipality and proof of residency must be provided at the time the application is made.



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Appendix B - LISA Coaches Code of Ethics

*Soccer is a physical and often emotional game. The ultimate success of the sport depends upon the coaches. Good sportsmanship is important and is expected from all coaches and their players, on and off the field. The following is the standard that all coaches must abide by during their term as a coach in the Lower Island Soccer Association. Violation of the following guidelines may result in **disciplinary action following BC Soccer's discipline sanction policy. suspensions, and for repeated or flagrant offences, expulsion from the league.***

1. Coaches must not use any profane or vulgar language while acting in his or her capacity as a coach.
2. Coaches must not smoke or be in the possession of or consume alcohol or drugs while on the practice or game field.
3. Coaches must always be aware of the tremendous influence he or she has on the players. To that end, coaches must maintain the highest standard of personal conduct and support the principles of fair play in all aspects of the game.
4. Coaches shall adhere to the spirit of the game and demonstrate 100% respect towards all players, coaches and officials.
5. Coaches must strive to be knowledgeable of the rules of soccer, well trained and prepared in order to ensure that all players receive the highest quality coaching possible. To that end, coaches must strive to upgrade their skills by attending coaching sessions and certification clinics when they are available.
6. Coaches must never sacrifice the safety of his or her players. The coach's responsibility includes having competent personnel available at every practice and at every game to administer medical attention if necessary.

I have read the Lower Island Soccer Association Coaches Code of Conduct and hereby agree to be bound by its terms.

Coaches Signature and date



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Appendix C – LISA Codes of Conduct

LISA Parents/Spectators Code of Conduct

Violation of the following guidelines may result in disciplinary action following BC Soccer's discipline sanction policy.

1. Remember that children play sports for their own fun. They are not there to entertain you, and they are not miniature pro athletes.
2. Be on your best behaviour. Don't use profane language or harass players, coaches or officials.
3. Show respect for your team's opponents. Without them there would be no game.
4. Never ridicule or scold a child for making a mistake during competition.
5. Teach your child that honest effort is as important as victory, so that the result of each game is accepted without undue disappointment.
6. Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
7. Communicating by electronic means should be done in a courteous and respectful manner.

LISA Players Code of Conduct

Violation of the following guidelines may result in disciplinary action following BC Soccer's discipline sanction policy.

1. Play for the fun of it, not just to please parents or coach.
2. Work equally hard for yourself and your team. Your team's performance will benefit you and so will your own.
3. Be a good sport. Cheer all good plays, whether your team's or your opponent's.
4. Treat all players, as you yourself would like to be treated.
5. Control your temper.
6. Co-operate with your coach, teammates and opponents, for without them, you do not have a game.
7. In all forms of communication, set a good example in word and action.



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Appendix D - Sample letter to police

CURRENT DATE

To: Central Saanich Police Department
North Saanich / Sidney RCMP
Oak Bay Police Department
Saanich Police Department
Sooke RCMP
Victoria Police Department
Westshore RCMP
Nanaimo RCMP

Dear Sir or Madam,

RE: Criminal Record Checks – **VOLUNTEER NAME**

The Lower Island Soccer Association is a non-profit youth organization that teaches the fundamentals of soccer to boys and girls ages five to eighteen. We have approximately 9,000 children in our Association and our season runs from September until April each year. We also run an elite program which runs year-round.

We require all our volunteers to provide a criminal record check from their local police department. Our volunteers understand that they are to bring two pieces of identification with them, one of these being picture I.D.

Your assistance in processing the criminal record check for pick up by the volunteer is greatly appreciated. If you have any questions or concerns, please feel free to contact me at 250-382-7489.

Yours sincerely,

[hand-written inked signature]

Karen Hood Deshon
Executive Director
Lower Island Soccer Association