

North Durham United FC

Policies and Procedures for Screening Security Checks

as dated March 27, 2012

POLICY:

- The purpose of security checks is to ensure the safety of children participating in the club's programs, and to ensure the security of its administration.
- Security checks are required for all NDUFC Directors, Coaches, Managers, Volunteers and employees over the age of 18 years, and for any new persons who may join the NDUFC.
- Once screening is complete, the applicant's information is forwarded by the screeners to DRSA before the applicant can be considered for any position with NDUFC. As screening is an ongoing process this must be done on an annual basis as defined by the level of risk.
- Police Records Check (PRC) and annual evaluation must be completed every three (3) years for Directors and Club Volunteers.
- PRC and annual evaluation must be completed every two (2) years for all NDUFC Team officials (coaches, assistant coaches, managers, assistant managers, etc).
- The NDUFC Screening process will follow the DRSA screening policies.

PROCEDURES:

- All PRC applications must be made in person at any Durham Region Police Station or any OPP station of the applicant lives outside of Durham.
- Applicants need to download a template letter from the NDUFC indicating they are requesting a PRC in order to volunteer with the NDUFC club. The temple needs to be changed to add the applicants name. This template letter can be found on the NDUFC website home page.
- Applicants need to request a receipt in order for us to know you have started the process. The actual report can take many weeks to process depending on the work load. A fee is payable to the police services upon application which will be refunded by the NDUFC once the final report is presented to one of the NDUFC screeners.
- Once you receive your PRC security clearance, it should be presented in person to the NDUFC Screeners. Please arrange a time at date, time & place with either screening officer. It could be at one of the NDUFC soccer indoor or outdoor practice facilities., or even a Tim Horton's.
- The Screeners will review the security clearances, and if necessary discuss with the individual. Events from the past can be considered not a risk at this time, or can be cause for concern. The clearance will be returned immediately to the individual after an Applicant Declaration and Review form is completed.
- No copies will be made or kept of the PRC. However a record noting review and acceptance (including date, time and individuals) of the clearance will be kept on file.
- Any information revealed during the security clearance review will remain confidential among the screeners.
- Security clearances that would compromise the safety of children or the administration will result in the denial of the individual to a position.
- The applicant is required to advise the Screeners immediately when any changes or events occur that might affect the security clearance status as per the Applicant Declaration and Review Form.

- Screening, which includes security checks as defined by the level of risk of a position, must occur before a potential member is added to a team roster. Failure to supply verification of volunteer screening process will result in denial of playing out permission.

- Security Checks will be a condition of becoming a NDUFC Director, Coach, Manager, Volunteer, Team Official or Employee as defined by the level of risk of a position.

Criteria for Reviewing Security Checks

Unacceptable behaviours may include, but are not necessarily limited to a conviction for the following:

- Sexual Offences
- Violent or threatening behaviour against children or adults
- Conduct against public morals
- Substance or chemical abuse
- Violation of a position of trust including theft or fraud
- Criminal driving offences, including but not limited to impaired driving.

Applicant's who's PRC reveal a criminal conviction outside of the unacceptable behaviours or police contact should be given the opportunity to discuss the information revealed in their PRC with the Club's designated individual. Consideration should be given to the following:

- The nature of the offence for which the applicant was convicted (details including how long ago it took place)
- Relevance to the position (is it a bona fide requirement of the nature of the position)
- Efforts made at rehabilitation (if any)
- Achievements of the applicant since receiving the conviction
- The character and degree of vulnerability of the client group served and the organization's duty of care to the participants, to the staff and to the community
- The potential risks involved in the position the individual is applying for, based on the group being served, the nature of the position and its activities, the setting in which it takes place, and the way in which it is supervised

Privacy

POLICY:

All screening information will be confidential and only be used in the hands of the responsible staff or volunteers as charged with safekeeping according to these policies and procedures.

PROCEDURES:

- the form of consent we seek and the manner of obtaining the consent from our members may include, but not be limited to; registration forms, coach applications, volunteer application forms, administrator Job applications, optional identification on program surveys, and other forms used in the administration of soccer programming.
- Personal information relating to the payment of fees, in any form of such payment, will be collected.
- NDUFC limits the personal information collected about its members and volunteers to the applicable minimum necessary to meet the administrative and program needs in a fair and lawful manner such as *but not limited to*; name, contact information, maiden name, coaching certificates granted, PRC, and references.

Limiting Use, Disclosure and Retention

- Personal information is not disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by the policies and procedures of our governing affiliates.
- Personal information is retained only so long as necessary for the fulfillment of those purposes, subject to legal requirements or policies and procedures of our governing affiliates.
- Once personal information no longer needs to be retained, the information will be destroyed by shredding.
- Personal information will be kept in safe, locked storage, out of view unless currently in use. Keys will be available to Screeners, Administrators and the Club President.
- All club records maintained by volunteers in the performance of their duties will be returned to the club for safekeeping or destruction, immediately upon resignation or revocation of their volunteer position.

Accuracy

NDUFC takes reasonable steps to ensure that the personal information used and disclosed is accurate, complete, and up-to-date as is necessary to fulfill the purposes for which it was intended. We ask that any change in name, location, contact information or any event that may impact or is preserved to impact that status as a volunteer in the NDUFC is made known to the NDUFC board via the NDUFC office as soon as it is known by the volunteer.

Boundaries / Limitations for all Volunteers

- Shall never be alone with a player (except the volunteer's own child)
- Shall not be responsible for transportation to / from practices / games / tournaments
- Shall not be responsible for water or snacks
- Shall be a role model - no drugs/alcohol/smoking or abusive language at practices/games/tournaments
- Shall comply with the Dress Code as defined by the Club
- Shall adhere to OSA, DRSA and Club policies
- Shall embrace NDUFC's, DRSA's and OSA values and principles
- Shall demonstrate standards for players (i.e. respect, self-discipline, fair play)