

RULE 201 VOLUNTEER SCREENING - POLICY AND PROCEDURE (APPROVED):**201.1 Statement of Policy:**

The Lower Island Soccer Association (LISA) is committed to implementing a Volunteer, Employee, and Contract Worker Screening Process. All individuals named in Rule 201.2 (1), who desire to participate in LISA sanctioned activities shall be required to complete screening forms.

Coaches, managers, or other individuals from outside the Lower Island District who attend events within the Lower Island District for games, tournaments or events shall be subject to the screening policy of their home district, club or organisation

201.2 Procedure:**(1) The following persons shall be covered by the Screening Process:**

a) All individuals over eighteen (18) years of age who act as a team or player trainer, paid or otherwise, to any "in or out" of season team or group that has been formed for league, tournament, exhibition or training

purposes and desires to play under the auspices of LISA;

b) Club executive, directors, committee members, contract or paid employees or others who may be regularly expected to direct, supervise, or exercise control over teams, team members, team activities or youth volunteers;

d) Club Referees (see exceptions in Section (2)).

(2) The screening policy shall not apply to volunteer line persons of any age, to persons who only periodically assist with a team or club or to club referee or other volunteers under the age of nineteen (19) years of age.

(3) 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 May 31 of each year. The Club DRM shall:

a) Ensure each individual named in Section (1), who comes under the control of the Club or organisation for whom a DRM has been appointed, is provided with a:

(1) (Club)Volunteer/Employee Screening Form. This form is completed only when entering a club for the first time. Follow-up checks may be done as directed by the club DRM.

(2) Criminal Record Self-Disclosure Forms. First time applicants will fill in and submit Form A. In subsequent years with the club, the applicant will fill in and submit the shorter Form C.

b) Complete necessary background checks on all individuals when they first enter a club as a volunteer or

employee. The Volunteer/Employee Screening Forms shall be kept on file by the club;

c) Ensure all volunteers/employees complete the Criminal Record Self-Disclosure Form once each year as outlined in sub-section (4).

(4) The following procedures shall apply to the completion of the Criminal Record Self-Disclosure Forms:

a) Volunteers, employees and other covered by the policy shall complete the forms by October 30 of each season. If entering the club after that date the forms shall be completed within 30 days and promptly submitted to the district DRM.

b) After completion the individual shall place the Form (A or C) in an envelope and seal same. The following details shall be provided on the outside of the envelope:

- i. name of the club;
- ii. name of the volunteer/employee;
- iii. if team official, the name of team, or if not attached to a team, state position with club;
- iv. date completed.

c) The sealed envelope shall be turned over to the club DRM who in turn shall:

- i. make a list of all persons who have submitted forms
- ii. check to ensure all those required to complete the forms have submitted them;
- iii. send the sealed envelopes along with the master list of volunteers/employees who are required to complete the forms to the District Director of Risk Management;
- iv. indicate on the list the names of those who have not completed the forms.
- v. Turn the forms and list over to the District DRM by October 30 of each season.

(5) The District DRM shall:

- a) Check the contents of each envelope to ensure the proper documentation is enclosed and properly completed;
- b) If there is a positive "YES" response to question 3.a or 3.b, make and retain a photocopy of the Form A for district records, and send the original to the BCSA Provincial Risk Management Co-ordinator.

- c) Send notice to individuals who have not completed a Risk Management Form A or Form C advising them that if the documents are not submitted within 30 days they shall be suspended from active participation in an district soccer activities.
- d) After the 30 day period has elapsed, send a "Notice of Suspension" to all persons who have not complied. The names of those suspended shall be provided to the club of person being suspended, to the district board and to the BCSA Provincial Risk Management Co-ordinator,
- e) Take each completed Form "A" and Form "C" and place in a file a file folder in alphabetical (by club). Place the files in a PERMA RECORD STORAGE BOX. Attach a Master List of contents to the outside of the box.
- f) Send the PERMA RECORD BOX by courier to the Executive Director – BC Soccer Association, 1126 Douglas Road, Burnaby, B.C., V5C-4Z6.

(6) As outlined by BCSA policy the BCSA Provincial Risk Management Co-ordinator will confer with legal counsel regarding cases where an individual has disclosed a relevant criminal record. A criminal history record check may be ordered. The legal counsel will advise the BCSA and the District if further action is required.

201.3 Approval and Review:

These rules and regulations shall be reviewed annually by the Board of Directors of each District Club and recommendations made to the Lower Island Soccer Association Board for changes or improvements.