



**ALBERTA SOCCER ASSOCIATION**  
*The Governing Body of Soccer in Alberta*

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## **ALBERTA SOCCER ASSOCIATION (ASA) Volunteer Screening Minimum Standards**

### **Definitions**

1. The following terms have these meanings in this Standards:
  - a) *"Police Information Check" or "PIC"* – means a search of the Canadian Police Information Center (CPIC) centralized criminal records database to determine whether the individual has a criminal record as well as non-conviction criminal information such as charges, warrants, probation orders, peace bonds, and dispositions for Not Criminally Responsible on account of Mental Disorder (NCR), as well as other police contact.
  - b) *"Police Vulnerable Sector Check" or "PVSC"* – means, for individuals who are volunteering in a vulnerable sector (such as with minor athletes), a search for the existence of a criminal record, outstanding charges, various charges and convictions, and any pardoned sex offences.
  - c) *"Personnel"* – Personnel includes individuals and volunteers whose position with an Affiliated Member is one of trust or authority relative to young people. Personnel are required to obtain either a Police Information Check (PIC) or Police Vulnerable Sector Check (PVSC). Personnel include, but are not limited to coaches, technical directors, course and camp instructors, managers, billets, chaperones, and employees, board members, and staff.

### **Purpose**

2. The ASA understands screening personnel and volunteers is a vital part of providing a safe sporting environment for athletes. Like many sport organizations, the ASA requires its personnel who interact with young athletes to be vetted and recommends all Affiliated Members vet Personnel who are in a position with ongoing, unsupervised interaction with a young athlete or other vulnerable person. Though submitting proof of the completion of this process assists ASA in the screening process, the ASA recognizes that no sport organization or sector of society can ever be 100% safe from harm.

### **Assessment of Risk and Recommendations for PIC and PVSC**

3. Risk Assessment
  - a) Each position in the Soccer Organization should be assessed for its level of risk to the participant and/or the Soccer Organization. This type of risk management involves looking at the possibilities of loss or injury that might arise in programs,



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activities and services and taking steps to reduce them. The need to screen an applicant is dictated by the nature of the position and its inherent level of risk. When determining risk, the Soccer Organization should consider such factors as the participant, the environment, the nature of the activity, the level of supervision and the nature of the relationship.

- i. For example, a high risk position would be a position in which the applicant is in direct contact with, or provides direct service to, vulnerable individuals. This risk is also high when the applicant will be in a position of trust, power or influence, and when the applicant's contact is unsupervised and/or takes place off site.
- b) The ASA suggests the following with respect to the level of risk associated with a position and recommended screening measures have been assigned to each level of risk;

### COMMON POSITIONS

#### High Risk

Competitive Team Officials  
All-star Team Officials  
Select Team Officials  
Camp Counselors  
Course Instructors  
Billet Families

#### Low Risk

Recreational Team Officials (non-travel)  
Grassroots Officials

### RECOMMENDED SCREENING MEASURES

#### High Risk

Application Form  
Criminal Record w/ Vulnerable Sector  
Evaluation by Organization  
References

#### Low Risk

Criminal Record w/ Vulnerable Sector  
Evaluation by Organization  
References (Optional)

4. For an Affiliated Member Board of Directors and Staff there should be a standard in place for a minimum of a PIC, with the exception of those personnel that hold a position in the High Risk category above.

### How to Obtain a Police Information Check and Vulnerable Sector Check

5. A PIC or PVSC must be obtained every 36 months and proof of the check must be submitted every three years at a date specified by the Affiliated Member Organization.



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6. Personnel may obtain a PIC or PVSC by (i) visiting or contacting an RCMP office or police station, (ii) submitting two pieces of government-issued identification (one of which must have a photo), and (iii) completing paperwork. Payment of fees may also be required.
    - a) It is recommended that the organization cover all fees and make arrangements through local law enforcement for mass submission of volunteers if possible.
  7. Fingerprinting may be required if there is a match with the individual's gender and birth date.
  8. Usually within 30 days, the RCMP or local police will issue the individual a document identifying one of the following:
    - a) **Negative**. A criminal record does not exist.
    - b) **Records match**. A criminal record exists.
    - c) **Incomplete**. There was a match with the gender and birth date of the individual and fingerprinting is required.
  9. Some districts and communities may have a slightly different process for obtaining a PIC or PVSC and timelines for obtaining proof of the PIC or PVSC may be longer.
  10. As of December 2011, the RCMP installed LiveScan Real Time Identification Devices in some locations. Should an individual require fingerprinting, these devices speed up the process after being fingerprinted.
  11. Personnel requiring only a PIC may be able to obtain a check through [www.backcheck.com](http://www.backcheck.com) but should confirm with the ASA before doing so.
  12. Personnel must submit proof of the PIC or PVSC to the appropriate organization (see: **Management of PICs and PVSCs**).

### **Management of PICs and PVSCs**

13. The ASA recognizes that PICs and PVSCs contain sensitive personal information and must be handled pursuant to the Regular Member's Privacy Standards.
14. Approved PICs and PVSCs will be valid for a period of a maximum of 36 months.
15. PICs and PVSCs will be stored as follows:
  - a) Personnel with a club that operates in an internal league will have their PICs and PVSCs stored by the club.



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- b) Personnel with a club that plays a league operated by an Affiliated Member will have their PICs and PVSCs stored by the Affiliated Member.
  - c) Personnel with a club representing an Affiliated Member will, at the request of the ASA, have their PICs and PVSCs stored by the ASA.

### **Failing a PIC or PVSC**

16. Should an individual applying for a position fail a PIC or PVSC by having a 'records match' which indicates a criminal record, or by having 'flags' or 'may or may not exist' items, the individual will not be permitted to participate in such position unless the individual applies for a special circumstances exception. The Affiliated Member may convene a District Review Committee to determine exceptions on a case-by-case basis (see Appendix A). The committee will listen to arguments and make a recommendation to the Affiliated Members Board of Directors which shall address each recommendation in the following manner:
- a) **Permit.** Accept the individual without restrictions.
  - b) **Not permit.** Do not accept the individual. This decision may be appealed under the ASA's *Rules & Regulations on Appeals*, in which case the Affiliated Member shall act as the Respondent.
  - c) **Permit with conditions.** The Affiliated Member will accept the individual and impose conditions (such as the individual withdrawing from a position of authority or trust relative to young athletes). The imposition of these conditions may be appealed under ASA's *Rules & Regulations on Appeals*.



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## APPENDIX A

### District Review Committee on Screening

The District Review Committee on Screening is responsible for reviewing Criminal Records Checks that reveal a fail in the PIC / PVSC or for individuals who have not completed the process.

### Panel Composition

1. 3 individuals
  - a) It is recommended that a minimum of 1 member of a Risk Management Committee or similar minded group be on the committee
  - b) It is recommended that no more than 1 member of the Affiliated Member Board of Directors be on the committee

### Documentation

1. PIC / PVSC (if applicable)
2. Screening Disclosure Form (see below)
3. Screening References Form (see below)

### Process

1. Panel to review failed PIC / PVSC documentation individually
2. Panel to meet in person with the party under review for questioning (if necessary)
3. Panel to recommend approval or denial of the exemption to the Affiliated Member Board of Directors

### Management of Records

1. Records, documentation will be managed in accordance with the Volunteer Screening Minimum Standards Best Practices Document, item 15.



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**THE ALBERTA SOCCER ASSOCIATION ("ASA") – SCREENING DISCLOSURE FORM**

**NAME:** \_\_\_\_\_  
First Middle Last

**POSITION:** \_\_\_\_\_ **OTHER NAMES YOU HAVE USED:** \_\_\_\_\_

**CURRENT PERMANENT ADDRESS:**

Street City Province Postal

**DATE OF BIRTH:** \_\_\_\_\_ **GENDER:** \_\_\_\_\_  
Month/Day/Year

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**CURRENT MAILING ADDRESS** (if different from above):

Street City Province Postal

**Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and result in failure of the screening requirements as required by the ASA. For more than one conviction please attach additional page(s) as necessary.**

1. **Have you ever been convicted of a criminal offence for which a pardon has not been issued or granted?**

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe below for each conviction:

Name or Type of Offense: \_\_\_\_\_

Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_

Year Convicted: \_\_\_\_\_

Penalty or Punishment Imposed: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

2. **Have you ever been convicted of a criminal offence for which a pardon has been issued or granted?**

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe below for each conviction:

Name or Type of Offense: \_\_\_\_\_



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Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_

Year Convicted: \_\_\_\_\_

Penalty or Punishment Imposed: \_\_\_\_\_

Date Pardon was Issued or Granted: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

3. **Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you?** Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain for each pending charge:

Name or Type of Offense: \_\_\_\_\_

Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

4. **Has any civil court made a finding, judgment or ruling against you, relevant to your position within the ASA?**

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe each finding, judgment or ruling below:

Type of Offense or Finding: \_\_\_\_\_

Year of Offense: \_\_\_\_\_

Penalty or Punishment Imposed: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

5. **Have you ever been dismissed from a position due to allegations of ethical or moral misconduct?**

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe below:

Name of applicable Organization: \_\_\_\_\_

Date of Dismissal: \_\_\_\_\_



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Reason for Dismissal: \_\_\_\_\_

6. **Have you ever been disciplined or sanctioned by a sport governing body outside Canada or by any other body within Canada?** Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe below:

Name of applicable Organization: \_\_\_\_\_

Date of Discipline or Sanction: \_\_\_\_\_

Reason for Discipline or Sanction: \_\_\_\_\_

**Certification**

I hereby certify that the information contained in this Screening Disclosure Form is accurate, correct, truthful and complete.

I further certify that I will immediately inform the ASA of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. I understand and acknowledge that a failure to disclose such a change in circumstances may result in the termination of my position with the ASA.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**VOLUNTEER SCREENING REFERENCE CHECK**

Applicant Name: \_\_\_\_\_

Please list a minimum of two references (personal, business, volunteer-related)

Name	Home Number	Work Number	Occupation

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Name of reference: \_\_\_\_\_ Phone Number: \_\_\_\_\_

(Describe position applied for and why reference is being sought)

Hello, my name is (your name) and I am calling on behalf of (name of organization). (Name of applicant) has applied to be a volunteer with us doing (job definition). Your name has been provided as a reference. Do you have a few minutes to answer some questions now?

1. How long have you known (name of applicant)? \_\_\_\_\_
2. What is your relationship to (name of applicant)? \_\_\_\_\_
3. It is important that our volunteers are reliable. Tell me about your experiences with (name of applicant) in regard to reliability. \_\_\_\_\_
4. What are (name of applicant's) strengths and weaknesses in regard to working with (indicate specific participant group: age, gender, playing level etc.) \_\_\_\_\_
5. How would you feel about having (name of applicant) work on a one-to-one basis with your (child)?
6. It is important to us that (name of organization)'s volunteers are comfortable with being (supervised or are able to work independently with little or no supervision). What is your experience with (name of applicant's) ability to accept (being supervised or working independently)? \_\_\_\_\_
7. This volunteer position requires handling many tasks at once and can be stressful at times. How does (name of applicant) deal with stressful situations? \_\_\_\_\_
8. Is there anything else you would like to tell me about (name of applicant)? \_\_\_\_\_



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9. Is there any reason you know of why (name of applicant) would not be able to perform the duties necessary for this volunteer position? \_\_\_\_\_
10. Would you ever consider re-appointing (name of an applicant)? \_\_\_\_\_

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