

YOUTHSAFE PROGRAM



BC SOCCER

GLOBAL GAME. UNIVERSAL PASSION.

Our Mission:

*Developing the game by inspiring British Columbians to
lifelong active, inclusive and team play*

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SECTION 1 - PROGRAM MISSION

To promote the health, safety and protection of participants in the game of soccer. BC Soccer has adopted the YOUTHSAFE PROGRAM in order to exclude from participation in its activities all persons who have been convicted of felonies, crimes of violence or crimes against persons.

BC SOCCER YOUTHSAFE PROGRAM:

- a) Intends to foster safe circumstances for every youth who participates in any activity affiliated with BC Soccer.
- b) Intends to inform all coaches, trainers, managers, administrators, volunteers, employees and parents of youth participants of the risks connected with youth programs.

The YOUTHSAFE PROGRAM of BC Soccer and its members should include:

- c) Written policies and procedures governing, hiring, training, supervision, investigation and hiring/dismissing of professional/administrative and volunteer staff.
- d) A Risk Management Officer (RMO) and alternate. Both positions should have a criminal record check, of less than two years old, on file.
- e) A means of identifying all coaches, trainers, managers and program administrators.
- f) The development and communication of the YOUTHSAFE guidelines to all coaches, administrators, volunteers, employees and parents of youth participants.
- g) A mandatory Respect in Sport certification for all coaches, managers and trainers. (See Appendix C for information on Respect in Sport)
- h) A means to perform criminal record checks (See Appendix D for more information).
- i) Monitoring the implementation of the above objectives.

SECTION 2 - PROGRAM ELEMENTS

- a) BC Soccer monitors all Member Associations (BC Soccer Youth Districts/Adult League) Risk Management Officers (RMO). Each Member Association monitors all coaches, trainers, managers and administrators working with youth participants
- b) Questioning all volunteers, coaches, administrators and employees working with youth participants concerning convictions of felonies, for crimes of violence, or crimes against persons.
- c) To develop and communicate the YOUTHSAFE guidelines to all coaches, trainers, managers administrators, volunteers, employees and parents of youth participants.
- d) Development of health and safety guidelines, as needed (e.g. goal net safety).
- e) Distribution of the YOUTHSAFE Program information to their respective board members, coaches, trainers, managers, technical directors, professional, administrative staff and parents of youth participants.

- f) Promotion of ongoing educational activities to support the YOUTHSAFE program at the provincial and local levels.

SECTION 3 - MESSAGE TO THE MEMBERSHIP

- a) BC Soccer has appointed a Risk Management Committee and a Provincial Risk Management Officer to manage risk management activities for Association. The Risk Management Committee under BC Soccer Rule 22: Risk Management has mandated the establishment and monitoring of risk management programs within each Member Association. At a minimum, the programs have to include:
 - i) Use of an employment/volunteer disclosure Form for all individual working with youth participants who are involved with any sanctioned or sponsored programs of the affiliated organization; or a current criminal record check (less than 12 months old).
 - ii) Identification of a Risk Management Officer (RMO) and an alternate for the organization. RMO and alternate must have a current (less than 12 months old) criminal record check.
 - iii) Each Member Association must have a Risk Management Policy.

SECTION 4 - BC SOCCER RISK MANAGEMENT RESPONSIBILITIES

The BC Soccer Board of Directors will appoint a Provincial Risk Management Officer with the following assigned responsibilities:

- a) Chair the Provincial Risk Management Committee.
- b) The Chair and the Committee's role is to investigate individual Employee/Volunteer Disclosure Forms when requested by the Member Association RMO after it has been determined that there may be a concern with a "Relevant Offence" as disclosed on an individual's application
- c) Developing and implementing a risk management plan for BC Soccer
- d) Providing leadership, information and instruction to Member Associations regarding risk management
- e) Developing, distributing and implementing guidelines and related materials that will foster safe circumstances for all persons, especially every youth, who participates in a BC Soccer activity or an activity of any of the membership of BC Soccer.
- f) Shall, with input from the Member Associations, review the existing Risk Management Policy and Procedures by April of each year.

SECTION 5 - IMPORTANT PROGRAM ELEMENTS

- a) The overall character and intent of the YOUTHSAFE program are set forth in the program elements.
 - i) Important elements to note:

- (1) Specific steps which can be taken by Member Associations and by local clubs to fulfill the mission of the YOUTHSAFE program are identified in the Program Elements and in the following Program Implementation Guide.
- (2) The Employment/Volunteer Disclosure Form is provided to Member Associations via BC Soccer website. In addition to implementing a YOUTHSAFE program at provincial and local levels, the Risk Management Committee will be developing and publishing health and safety guidelines which are appropriate to the game of soccer. In doing so, the Committee will rely on a wide variety of resources (particularly written and on-line resources) which already exist both inside and outside the soccer community. The Committee welcomes input and support from the Member Associations. Information can be sent directly to any member of the Committee. The Committee extends an invitation to all Member Associations to call upon members of the Committee for advice and direction as YOUTHSAFE programs are developed.

ii) Additionally, the Committee asks that the Member Associations to:

- (1) Formally adopt BC Soccer YOUTHSAFE Program.
- (2) Provide the Committee with the names of persons charged with the responsibility of developing and overseeing their YOUTHSAFE programs (i.e. Youth District/Adult League RMO and alternate).
- (3) Appoint a Risk Management Officer and alternate with the assigned responsibility of implementing and managing the BC Soccer YOUTHSAFE program for the organization. Both positions must have a current Criminal Record Check.
- (4) The Member Association Risk Management Officer must sign an Oath of Confidentiality to ensure the privacy rights of the applicant are protected. The Risk Management Officer must have a current Criminal Record Check (less than 12 months old) before being assigned the position. It is preferred that the Risk Management Officer has a background in law enforcement or the judiciary. Some police agencies will have limitations on who can be assigned as the Designate; for example, the Vancouver Police Department will only grant permission to release a Criminal Record Check to a person with signing authority for the registered society.
- (5) Ensure the BC Soccer appeal process is instituted at the Member Association level to hear challenges to adverse Risk Management decisions.
- (6) Every person within BC Soccer or a Member Association who at any time could be expected, in the performance of his/her duties, to be entrusted with the supervision, guidance and care of youth participants must have on file a completed Employment/Volunteer Disclosure Form or a current (less than 12 months old) Criminal Record Check. These would include (and not limited to) the following:
 - (a) Team staff includes head coaches, assistant coaches, managers, technical directors and team/player trainers.
 - (b) Program administrators include Provincial, District, League and Club officers and program directors, team managers, athletic/medical trainers and schedulers.
 - (c) Referees and assistant referees.
 - (d) Volunteers, Board, Employees, and Contractors.
- (7) All coaches, assistant coaches and trainers involved with youth teams are strongly recommended to complete the Respect In Sport online program and provided their

completion certificate number to their Member Association RMO. (See Appendix C for information on Respect in Sport program).

SECTION 6 - EMPLOYMENT/VOLUNTEER DISCLOSURE

- a) Every person within BC Soccer or a Member Association who at any time could be expected, in the performance of his/her duties, to be entrusted with the supervision, guidance and care of youth participants is required to submit one of the following:
 - i) BC Soccer Employment/Volunteer Disclosure Form (see Appendix B) or
 - ii) Current (less than 12 months old) Criminal Record Check

SECTION 7 - PROGRAM GUIDELINES

Guidelines for Member Association YOUTHSAFE programs:

- a) The Employee/Volunteer Disclosure Form is an important document which contains sensitive information. Questions are included on the form which can assist in determining problem areas and which provide individuals an opportunity to explain charges made against them. Honest answers on the form help with the decision that must be made concerning a problem report.
- b) It is essential that Disclosure Forms be stored securely and the information on them and the cases arising from them be handled with the highest possible level of confidentiality.
- c) Disclosure Forms should be stored by the Member Association's RMO in a place that is accessible only to authorized personnel. Disclosure Forms should be kept in a secure, locked confidential file and a records retention and access policy established by each Member Association. Policy should also include procedures for when to permanently remove the Disclosure Form from the file and records.
- d) The initial distribution of Disclosure Forms to individuals and to current employees and volunteers may be handled at either the Member Association or club level. A tracking procedure to verify that Disclosure Forms are returned should be developed. Distribution and tracking procedures are likely to vary among Member Associations and local clubs.
- e) A record of all volunteers that have completed the Disclosure Form or accepted Criminal Record Check must be submitted to the BC Soccer Risk Management Officer, via the BC Soccer Office, under the Member Association's name. Actual disclosure Forms and Criminal Record Checks are kept by the Member Association RMO.
- f) When Disclosure Forms or criminal record check identifies problem areas for the individual, the Member Association RMO should contact the individual for additional information. The information collected and recorded shall be retained on file and copy of all relevant documentation forwarded to the BC Soccer Risk Management Officer, via the BC Soccer Office.
- g) If the identified problem poses a risk to program participants, an individual may be suspended from working with the participants. The Member Association RMO must inform the individual and the president of the local District, Club, League or affiliate that a suspension has been imposed on the employee/volunteer. The Member Association RMO shall notify BC Soccer of the suspension for inclusion on the BC Soccer Disciplinary and Risk Management Action Report.
- h) Upon suspension, the individual must be given information about the appeal process.

- i) Criteria to evaluate positive information “hits” on the Employment/Volunteer Disclosure Form or criminal record check:
 - the number and nature of the offence(s),
 - age of the offence,
 - sentence,
 - age of the offender at the time of the offense(s),
 - rehabilitative achievements of the offender which indicate that the behavior is unlikely to reoccur, and any other factor that the Member Association deem appropriate
- j) Member Association Risk Management Officer are to act immediately if there is a problem area identified in the Disclosure Form or in the Criminal Record Check. For all other risk management issues the RMO is to act **only after receipt of a formal written letter/report signed by a complainant or spoken directly with a complainant and assessed that action needs to be taken** (i.e. not act on hearsay, rumour or second/third party notices).
- k) When formal written letters/reports of activities that could be deemed detrimental to the welfare of the participants are received the appropriate Association must respond in writing. In the event a person participating in a BC Soccer or Member Association sanctioned activity, becomes involved as a defendant in litigation detrimental to the welfare of youth participants or litigation based on activities detrimental to the welfare of youth participants, the BC Soccer Risk Management Officer shall advise the alleged offender, in writing, that he/she is suspended from all activity within the soccer organization until the case is resolved. The alleged offender should also be advised of his/her appeal rights.
 - i) If the appeal process favours the alleged offender then he/she will be reinstated to their original volunteer/employment position in the organization. Should the appeal not be successful then the Employment/Volunteer shall be permanently removed from any position in the organization.

SECTION 8 - IMPLEMENTATION GUIDE

Program Implementation Guide:

- a) The BC Soccer YOUTHSAFE program is designed to promote the welfare of youth participants and to protect coaches, trainers, managers, program administrators and the organization.
- b) The BC Soccer YOUTHSAFE program adheres to all national, provincial and municipal laws. Member Associations are encouraged to develop additional their programs which support and promote the BC Soccer YOUTHSAFE program.
 - i) Member Associations are encouraged to seek the advice of legal counsel in developing and implementing their programs. In particular, they are encouraged to seek advice concerning Provincial laws which relate to YOUTHSAFE and to the responsibilities of volunteers and staff persons in youth programs. Provincial laws should be checked for permissible levels of inquiry designed to identify past offenders. (i.e. Freedom of Information and Protection of Privacy Act)
 - ii) The effect on Provincial laws and local ordinances brought about by Part 3 – Child Protection of the Child, Family and Community Service Act [RSBC 1996] Chapter 46 should also be determined.

SECTION 9 - FORM COMPLETION GUIDE

To assist Member Associations, the following step-by-step guide is provided for the distribution and collection of the Employee/Volunteer Disclosure Form. The Form is to be filled out by every relevant individual annually.

Note: In lieu of the Employment/Volunteer Disclosure Form a current (i.e. less than 12 months old) Criminal Record Check from either the local police department or MyBackCheck is acceptable.

- a) BC Soccer will ensure the current Employment/Volunteer Disclosure Form is available for download on the website.
- b) Each Member Association will be responsible for the distribution and collection of the Employee/Volunteer Disclosure Forms for its members as per the BC Soccer Rule 22.
- c) The implementation procedure for the Employee/Volunteer Disclosure Form follows:

Individuals

- i) Complete the Employee/Volunteer Disclosure Forms or submit a current Criminal Record Check (less than 12 months old) instead of completing a Disclosure Form (if submitting the Criminal Record Check via myBackCheck.com skip the remaining steps)
- ii) Place the Employee/Volunteer Disclosure Form/Criminal Record Check in an envelope and seal it.
- iii) Print your name and club on the BACK of the envelope.
- iv) Return the sealed envelope to your Club Risk Management Officer as per his/her instructions.

Club Risk Management Officer

- v) Make a Club Master List record of all persons receiving the Forms. Each name will then be checked off as the Forms/Criminal Records checks are received. Please note: An employee/volunteer may submit a current Criminal Record Check (less than 12 months old) instead of completing a Disclosure Form
- vi) Club Risk Management Officers DO NOT OPEN the envelopes, only ensure, on the Master Record, that they are all returned. When completed, make and retain a photocopy of the dated Master Record.
- vii) Remit all sealed envelopes to the Member Association Risk Management Officer, along with a dated copy of the Club Master Record of enclosed Disclosure Forms.
- viii) If an individual joins the club during the season, the Club Risk Management Officer must ensure that the above procedure is followed and that the applicant's name is added to the master list before sending his or her Disclosure Form to the Member Association Officer
- ix) If an individual who is required to fill out the BC Soccer Employee/Volunteer Disclosure Form has filed a similar form within the past 12 months with another sport or organization, a copy of that form may be attached to the BC Soccer form with an appropriate address so that the Member Association can follow up on the results of the first Form being filed. Alternatively, the individual may elect to simply fill out and submit the BC Soccer Disclosure Form or submit a current Criminal Record Check (less than 12 months old).

Member Association Risk Management Officer

- x) Collect all envelopes and club master records from member organizations under your jurisdiction. **The Forms from previous years shall be destroyed as they are no longer relevant** however, forms from individuals with a positive response on the Criminal Record Check and are deemed to be a risk to the club and/or the youth participants are to be kept in a confidential locked and secure file.
- xi) The Member Association Risk Management Officer must open and review each Disclosure Forms/Criminal Record Check. If the Disclosure Form contains a positive <YES> response to question 3.a or 3.b, make and retain a photocopy of the Form for your Member Association records. A criminal record check is required of the applicant. See Section 10 for Criminal Record Procedures and Section 11 for Positive response to a Criminal Record Check.
- xii) Once all Disclosure Forms/Criminal Record Check have been opened by the Member Association Risk Management Officer, they are to be placed in alphabetical order in a PERMA RECORD STORAGE BOX. An alpha list of names and the year completed is attached to the outside of the box for future retrieval.
- xiii) The Member Association is to ensure that the PERMA RECORD STORAGE BOX is stored in a safe, secure, locked and confidential location. A copy of the Member Association Master List of all individuals completing the Disclosure Forms/Criminal Record Checks is to be sent to the BC Soccer Risk Management Officer, via the BC Soccer office, by the registration deadlines outline in the BC Soccer Rules and Regulations.
- xiv) The Member Association Risk Management Officer shall confer with the Provincial Risk Management Officer when there is a positive relevant result to a criminal record check. BC Soccer may confer with legal counsel and will advise the Member Association what further action is required.

SECTION 10 - CRIMINAL RECORD CHECK PROCEDURES

These procedures are for individuals who have revealed a positive response to questions 3a and 3b on the Employee/Volunteer Disclosure Form or are completing a Criminal Record Check in lieu of the Employee/Volunteer Disclosure Form.

- a) A criminal record check will show whether a person has either an outstanding charge or a conviction under federal law.
- b) The individual can obtain a Criminal Record Check on his or her behalf by contacting the local police department or by going through www.mybackcheck.com. The Member Association Risk Management Officer may request permission from the individual to submit their completed consent forms to the relevant police agency for review or submit their name to the on-line MyBackCheck for a Criminal Record Check. Or, the RMO may ask the applicant to go to www.mybackcheck.com to have the Criminal Record Check done. Applicant refusal to either have their information submitted for a Criminal Record Check or refuses to have a Criminal Record Check done will be immediately relieved of their duties or will not be placed in any club activity.
- c) The police agency/MyBackCheck.com will process the information through the Canadian Police Information Center and return the results to the Member Association Risk Management Officer. The Criminal Record Check is valid for two years.

- i) If there is a record, the Member Association Risk Management Officer compares the offence information to relevant offences named in the *Criminal Records Review Act*.
- ii) If the record is not considered relevant under the *Act*, the Member Association Risk Management Officer will seal the Form along with the results that no relevant record exists.
- iii) If the check does reveal a record the *Act* lists as relevant, the applicant will be advised that their services with the club have been suspended pending the completed review of the Criminal Record Check.
- iv) The Member Association Risk Management Officer will inform BC Soccer and applicant that there is a relevant record and that the applicant's services are not or no longer required.
- v) The Member Association Risk Management Officer then stores the record of rejected individuals in a safe, secure, confidential locked filing cabinet.
- vi) A copy of the file containing the volunteer Disclosure Form, the Criminal Record Check and the nature of the offence that would be a risk to the organization will be sent to the BC Soccer Risk Management Officer.
- vii) BC Soccer must then ensure that the individual is removed from or never placed in a position where he or she works with or has unsupervised access to youth participants.

New Charges and Convictions

- d) If an individual who works with participants is charged or convicted of a relevant offence after a criminal record check has been completed, the employee/volunteer must promptly report the conviction to the Member Association Risk Management Officer.
- e) The Member Association Risk Management Officer will in turn inform in writing the BC Soccer Risk Management Officer of the name of the employee/volunteer, position in the organization and the offence committed.
- f) Any employee/volunteer that has been charged with a criminal offense(s) amongst the list of Relevant Offenses will be temporarily suspended from his/her relationship with BC Soccer or from participating in any District/Club/League activities for an appropriate length of time determined by the BC Soccer Risk Management Committee having regard to:
 - i) the seriousness of the offence(s);
 - ii) the length of sentence imposed in the criminal proceeding, if any;
 - iii) the member's prior behaviour; and
 - iv) any other relevant circumstance.
- g) Any employee/volunteer convicted of a criminal offense(s) listed under the Relevant Offenses shall be automatically suspended from participating in any and all activities of BC Soccer, District/ Club/ League for an appropriate length of time determined by the BC Soccer Risk Management Committee having regard to:
 - i) seriousness of the incident(s)
 - ii) length of sentence imposed in the criminal proceeding, if any
 - iii) member's prior behaviour
 - iv) other relevant circumstances

Protection of Privacy

- h) This policy balances the right of participants to be protected against the rights of individuals provided under the B.C. Human Rights Code and the Canadian Charter of Rights and Freedoms.

Refusal to Comply

- i) If a current employee/volunteer refuses to consent to a criminal record check, the individual cannot continue to participate and will be dismissed from their position in the club.
- j) If a new employee/volunteer refuses to consent to a criminal record check, the person will be refused placement.
- k) This same policy applies to paid coaches

SECTION 11 - STEPS FOR PROCESSING A POSITIVE RESPONSE TO A CRIMINAL RECORD CHECK

- a) If the Criminal Record Check identifies a positive result, then the Member Association Risk Management Officer contacts the individual immediately and informs him/her of the positive result and advises that his/her position within the Member Association has been suspended pending a complete review of the Criminal Record Check.
- b) If the Criminal Record Check review reveals that the offence is not a risk to the organization and/or the youth participants, then the Member Association Risk Management Officer advises the employee/volunteer that their position in the club has been reinstated.
- c) If the Criminal Record Check review confirms that the employee/volunteer committed an offence that is deemed to be a risk to the organization and/or the youth participants, then the employee/volunteer is advised by the Member Association Risk Management Officer that their services with the club are no longer required.
- d) The Member Association Risk Management Officer records the reason for the dismissal of the employee/volunteer's services and attaches the information to the Criminal Record Check Form and the Disclosure Form.
- e) The Disclosure Form with attached Criminal Record Check, relevant police information (e.g. finger print confirmation if done) and reason for dismissal will be kept indefinitely in a secure, confidential locked file. (Purpose for keeping the forms is to ensure that the volunteer does not attempt to come back to the club after a few years).
- f) A copy of the volunteer's Disclosure Form, the Criminal Record Check and the reason for termination is sent to the BC Soccer Risk Management Officer. This will assist BC Soccer in ensuring that the employee/volunteer does not try to apply for a position with another club in another Member Association.

APPENDIX A - SCHEDULE OF RELEVANT OFFENCES

(All Offense Sections cited relate to the Criminal Code of Canada)

1. Personal Risk Offences

S151 Sexual interference, S152 Invitation to Sexual Touching, S153 Sexual Exploitation, S154 Sexual exploitation of a person with a disability, S155 Incest, S159 Anal Intercourse; S160 Bestiality; S161 Order of Prohibition: S163.1 making, distribution or possession of Child Pornography; S170 Parent or Guardian Procuring Sexual Activity; S172 Corrupting Children; S173.1 Indecent Acts; S173.2 Exposure;

S177 Trespassing at Night; S179 Vagrancy; S212.1 Procuring a Person for the Purpose of Prostitution; S212.2 Living Off Avails of Child Prostitution; S212.4 Attempting to Obtain the Sexual Services of a Child; S215 Duties of a person to Provide Necessities; S218 Abandoning Child; S219 Criminal Negligence S220 Criminal Negligence Causing Death;

S221 Criminal Negligence Causing Bodily Harm; S222 Homicide; S229 Murder; S230 Murder in the commission of an offense; S233 Infanticide; S238 Killing Unborn Child in Act of Birth; S239 Attempt to Commit Murder; S240 Accessory after Fact to Murder; S243 Concealing Body of Child; S244 use of a firearm with intent to Cause Bodily Harm;

S245 Administering a Noxious Substance; S264 Criminal harassment; S264.1 Uttering Threats; S266 Assault; S267 Assault with a Weapon or Assault Causing Bodily Harm; S268 Aggravated Assault; S269 Unlawfully Causing Bodily Harm; S269.1 Torture; S270 Assault peace officer; S271 Sexual Assault; S272 Sexual Assault with a Weapon; S273 Aggravated Sexual Assault;

S273.3 Removal of Child from Canada; S279 Kidnapping; S279.1 Hostage Taking; S280 Abduction of Person under Sixteen; S281 Abduction of Person under Fourteen; S282 Abduction in Contravention of Custody Order; S283 Abduction; S 344 Robbery; S346 Extortion; S433 Arson; S372 False Messages/Indecent Telephone Calls/Harassing Telephone Calls; S810 Peace bond where fear of injury, damage or sexual offence.

2. Fiduciary Offences

s. 119 (bribery), s. 121 (fraud on the government), s. 122 breach of trust, s. 123 (municipal corruption), s. 124 (selling or purchasing office), s. 125 (influencing or negotiating appointments or dealing in offices), s. 129 (offences relating to public or peace officers), s. 130 (personating a peace officer), s. 131 (perjury), s. 137 (fabricating evidence), s. 139 (obstruction of justice), s. 140 (public mischief), s. 141 (compounding an indictable offence),

s. 322 (theft), s. 324 (theft by bailee), s. 328 (theft by or from person having special interest), s. 330 (theft by person required to account), s. 331 (theft by person holding power of attorney), s. 332 (misappropriation of money held under direction), s. 340 (destroying documents of title), s. 341 (fraudulent concealment), s. 342 (credit card theft or forgery), s. 342.1 (unauthorized use of a credit card), s. 344 (robbery), s. 346 extortion, s. 354 (Possession of stolen property), s. 362 (false pretences), s. 363 (fraud), s. 366 (forgery), s. 368 (uttering forged document), s. 374 (drawing document without authority), s. 380 (fraud of public market), s. 381 (fraud using mail), s. 382 (fraudulent manipulation of the stock market), s. 385 (fraudulent concealment of title documents), s. 387 (fraudulent sale of real property), s. 388 (misleading receipt), s. 389 fraudulent disposal of goods on which money advanced), s. 392 (disposal of property to defraud creditors), s. 398 (falsifying employment record), s.399 (false return by public officer), s.

400 (false prospectus), s. 403 (personation with intent), s. 422 (criminal breach of contract), s. 426 (taking secret commissions), s. 449 (making counterfeit money), s. 462.31 (laundering proceeds of crime).

3. The following sections of the Food and Drug Act (Canada) are designated relevant offences:

S39 Trafficking in Controlled Drug; S40 Trafficking in Restricted Drug.

4. The following is designated as a relevant offence:

S 4 Trafficking, Narcotic Control Act (Canada)

S 5 Trafficking, Controlled Drugs and Substances Act (Canada)

5. Additional Relevant Offences:

Conviction; Suspension; or Fine for the offence of Driving while under the influence of drugs and/or alcohol.



BC SOCCER
GLOBAL GAME. UNIVERSAL PASSION.

APPENDIX B - BC SOCCER EMPLOYMENT/VOLUNTEER DISCLOSURE FORM

(This form was reviewed and updated November 20, 2009)

1. VOLUNTEER DISCLOSURE FORM

The BC Soccer thanks you for volunteering your time to assist the Youth of BC in learning and playing the game of soccer.

Due to the alarming number of incidents involving adults and youth under their direct supervision and incidents involving adults entrusted with performing financial duties and/or responsibilities for bookkeeping or bank account for Volunteer Organizations, the Board of Directors have devised a procedure under the Risk Management Policy whereby all volunteers are required to complete the **VOLUNTEER DISCLOSURE FORM ANNUALLY**. The intent of this procedure is to ensure the protection of our youth, volunteers and the organization. Please be assured that maximum confidentiality will be maintained. Your cooperation is greatly appreciated.

2. APPLICATION

I, the undersigned, understand that my volunteer position with the BC Soccer is contingent upon a review and approval of this truthfully completed and signed **VOLUNTEER DISCLOSURE FORM**. I realize that the information, which I have provided, is subject to verification, which may include a criminal-history check. I accept that if I am permitted to volunteer, I may be discharged for any misrepresentation or omission on this form or as a result of the verification process

By signing this Application, you are consenting on your behalf to the collection, use, and disclosure of your personal information for the purposes of the BC Soccer Association, the Member Association. The personal information you provide will be used for purposes reasonably associated with you. The main use of the information is to obtain insurance and for use in any necessary disciplinary proceedings. The personal information will not be disclosed to third parties other than as stipulated unless required by law. If you wish to know more about the privacy policies of BC Soccer and its Member Associations, please contact the Executive Director of the BC Soccer at 604.299.6401.

| | |
|---|------------------------------|
| Name (First Name Surname): | |
| Address: | |
| City & Postal Code: | |
| Home Telephone: | Mobile: |
| E-Mail: | |
| Driver's License #: | BC Soccer ID #: |
| DOB (mm/dd/yyyy): | Gender: M / F |
| Previous Surname (if changed for any reason i.e. marriage): | |
| Number of years involved in soccer: | Position within Association: |
| Does your job require a Criminal Record Check: Yes / No | If yes, when (mm/dd/yyyy): |

3. RELEVANT OFFENSES

A list of relevant offences is attached. If you can answer YES to one or more of these relevant offences, you are required to write, on a separate sheet of paper, the circumstances of the incident, with relevant dates, times and the results of the conviction, suspension or fine. When you hand in the **Volunteer Disclosure Form**, please attach your written statement.

3. a Have you ever been convicted of a crime of violence and / or any crime against a person?

YES / NO (Please circle one)

3. b Have you ever been convicted, suspended or fined for driving while under the influence of drugs and / or alcohol?

YES / NO (Please circle one)

SIGNATURE: _____ Date: _____

APPENDIX C - RESPECT IN SPORTS (RIS)



Respect in Sport has developed a grass-roots online tool for sport and community organizations that can actually deliver on the commitment to create a safer environment for all participants.

Why should a community or sport organization implement Respect in Sport?

1. It ensures the commitment to the number 1 priority: safety for participants
2. It provides stakeholders with the tools to deal with:
 - Abuse (Physical, Sexual, Emotional)
 - Emotional Maltreatment
 - Neglect
 - Bullying & Harassment
 - Legal and moral responsibilities
3. It helps organizations, staff and volunteers to mitigate liability
4. It provides a proactive Risk Management Program for front-line staff
5. Through education, it helps retain recreation leaders, coaches, officials and volunteers by making them less vulnerable and more confident in dealing with sensitive issues
6. It makes a values based statement on behalf of the organization to ALL stakeholders

RIS Belief

Recreation and Sport should offer a safe haven for children and young adults to:

- Build self-esteem
- Learn the value of fitness
- Experience the thrill of participation
- Have fun

RIS Goal

To deliver powerful and engaging, internet-based training to community and sport organizations that promotes respect, prevents abuse and provides a simple process to ensure 100% certification of recreation leaders, coaches, parents, officials and volunteers.

RIS Programs

Respect in Sport Programs are designed to be concise, engaging and "to the point". They also offer superior flexibility:

- Users come and go from the program as it is convenient for them. The system remembers the last section completed so you may begin again from that point
- Users may access the program from high speed or dial up Internet connections
- Users create and may modify their own profile in the system
- Organizations access user data through user-friendly administrative tools
- Organizations may choose to personalize the program

Individuals (coaches, managers, trainers, parents, etc.) who take the RIS program and complete it, will receive a numbered certificate of completion from RIS. This certificate of completion can be used when applying for any youth leadership position with any of BC Soccer member organizations. **The RIS certificate will be valid for a period of four years.**

APPENDIX D - MYBACKCHECK.COM

myBackCheck.comTM

Order • Store • Manage & Share **your** background check

About myBackCheck.com

Founded in 1997, BackCheck specializes in pre-employment background checks, including Criminal Record Checks. With thousands of clients ranging in size from under 50 to over 150,000 employees, BackCheck is a leading provider of pre-employment screening.

Their goal is to protect organizations from employing fraudulent, dishonest, or otherwise unsuitable candidates and to assist each organization in having a better understanding of who they are hiring into their organization.

Canadian Criminal Record Check with Vulnerable Sector Search

For anyone volunteering or working with children, the elderly, or any other vulnerable members of society, a Canadian Criminal Record Check with Vulnerable Sector Search is the nationwide standard. In addition to a regular Criminal Record Check search, the 'CRC with VSS' searches for record of pardoned sexual offences.

BackCheck's suite of pre-employment screening services:



BackCheck serves thousands of organizations in all sectors.

Their **People** have performed over two million Reference Interviews and two million Criminal Record Checks for most of Canada's largest employers.

Their **Process** obtains high quality results in a very timely manner. They ensure complete privacy compliance from coast-to-coast.

Their **Technology** is bank-caliber. They are the only Canadian Taleo Certified Partner and were the first in the industry to deliver background check results securely online.

For more information please visit the Risk Management page of the BC Soccer website, www.bcsoccer.net/bcsa