



**Mississauga Croatia S.C.**  
**6535 Millcreek Drive, Unit 82**  
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## **Club Screening Policy**

Mississauga Croatia Soccer Club (MCSC) accepts its responsibility to players, parents, volunteers and staff involved in its programs and is committed to ensuring adherence to the following policy to support the provision of sound, safe, and healthy soccer experience in our community.

Due to the positions of trust that are inherent in the provision of active, high quality sport activities, volunteers and employees shall be required to undergo a screening process based on the duties assigned by the Club. This screening process will be comprised of a variety of measures listed herein. All volunteers/employees will be introduced to duty assignments as well as relevant Club policies and expectations. The Club Members should advise the Club's Executive representatives if he/she believes they have had an experience that contravenes the Club policy.

### **CONFIDENTIALITY OF INFORMATION**

Once the Club receives information about an applicant, whether from the applicant directly or from the police, the organization becomes responsible for that information and is then subject to many of the same legal requirements and regulations as other holders of personal information, in terms of confidentiality and access. Information received will be used to determine if an applicant is suitable for a specific position. Only Club Executives or appointed staff will have visibility of any gathered information. Information received by the Club it shall be stored in a manner that is consistent with general office accepted procedures in a cabinet accessible by Club Executives or appointed staff members and shall only be disclosed to the District authority or by court order to legal authorities as required. All confidential information shall be kept for seven (7) years. The Club Executives are encouraged to complete the Oath of Confidentiality found in Appendix "A" herein.

### **POSITIONS AND RISK ASSESSMENT**

#### **Definition of Risk:**

The first principle of screening is risk management, which simply means "What could go wrong here" and "How do we avoid it?" Risk management involves looking at the possibilities of loss or injury that might arise in programs, activities and services and taking steps to stop, minimize, prevent or eliminate them all together. This includes the Club's obligation to take all reasonable measures to care for and protect their participants from harm. The need to screen an applicant is dictated by the nature of the position and its inherent level of risk. When determining risk consider such factors as the participant, the environment, the nature of the activity, the level of supervision and the nature of the relationship.

For example, a high risk position is defined as a position in which staff members, volunteers, or Board members are in direct contact with, or provide direct service to, vulnerable individuals, and in particular when the applicant will be in a position of trust, power or influence and whose contact is unsupervised and/or takes place off site.



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### **Definition of Positions:**

The various levels of play in the sport have been ranked according to the level of risk associated with that position and the appropriate screening measures have been assigned to each level of risk.

#### HIGH RISK POSITION

- Competitive Team Officials (Representative)
- Select Team Officials
- All-star Team Officials

#### MEDIUM RISK POSITION

- Game Officials

#### LOW RISK POSITION

- Recreational Team Officials
- Mini Soccer Team Officials

The definition of the respective risk position are identified in Appendix "B"

### **VOLUNTEER SCREENING COMMITTEE**

The Club shall have a screening committee to appoint team officials for the appropriate positions taking into consideration the screening criteria. The screening committee shall be comprised of Club Executives and if possible, a Club Member with human resource experience, preferably familiar with screening techniques.

### **POLICE RECORDS CHECK**

All Club Members that are in a position of team supervision i.e. manager, coach, trainer, etc. and that are in contact with minors shall be required to submit a Police Records Check prior to appointment with the Club. Police Records Checks shall be valid as per the posted regulations provided by the respective police force in the respective jurisdiction where the applicant resides. Those Club Members that have unacceptable behavior shall not be permitted to hold a position of supervision in the Club.

Unacceptable behaviour may include, but are not necessarily limited to, the following:

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

If an applicant's Police Record Check indicates any of the above referenced or other unlawful conduct, the Club Executive shall review the applicant's record and determine whether the applicant should be allowed to hold a supervisory position with the Club. Should the Club Executive find at their discretion that the applicant's criminal code conviction is not acceptable as per the Club's constitution, this or any other related Club policy then the applicant will be told of the Club's decision not to allow him/her to hold a requested position. If in the course of the Club Executive's investigation find that the applicant's criminal code conviction, charge is without disposition or police contact, the Club Executive may under majority vote by the Club Executive, allow the applicant to hold position within the Club.



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## **EVALUATION PROCESS**

Any person that is applying for a position in the Club may be subject to an evaluation process that could be administered by one or more Club Executives. The evaluation may consist of, but not limited to, a designated Club Executive contacting the players and/or parents of the applicant's respective team(s) in person or by telephone for informal interviews on the performance of team staff. The Clubs may also use an evaluation form as may be developed from time to time that covers topics such as Coach's training and education for future appointment purposes.

## **ZERO TOLERANCE POLICY**

The Club is a strong supporter of making sport safe for all Club Members. The Club has set up the following program to help ensure the safety and enjoyment of all. All players that are the age of majority in Canada, parents, team officials and officials are to complete the respective Code of Conduct forms which outline the rules and regulations as published by the Club.

### **Policy**

Any coach, parent, grandparent or guardian judged by the Club Executive to be guilty of abusive conduct toward a player, parent/guardian, game official or other before, during, or after a game will be reprimanded by the Club Executive either in writing or personal contact by telephone or in person. A second incident, during the same season may result in the Member being restricted from all services rendered by the Club including attendance at all soccer activities with the Club. In certain circumstances, as determined solely by the Club Executive, a Member may be reinstated subject to a review hearing.

### **Policy Procedures**

When a game official feels that they are being abused, as per the scope of this policy, by a coach, player or spectator, the official will be allowed to suspend the playing of the game. If the abuse is physical, the game official is advised to inform the coaches that the game has been abandoned and then advise the competitive team representative or other Club Executive of the situation in writing.

The official will verbally advise both coaches that the game has been stopped due to the abuse and inform both coaches as to the source of the abuse. If the source is one of the coaches, the official will advise the coach that the next occurrence of a similar nature will result in an abandonment of the game and that a report to the Club's Executive will be sent in for review. If the source is a spectator, the appropriate coach will provide the official with the name of the spectator and the coach must advise the spectator that the next occurrence of a similar nature will result in an abandonment of the game. Further, a report to the Club's Executive will be sent in for review. If the spectator is not associated with either team, both coaches are asked to speak to the spectator and ask the individual to leave.



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Once the spectator has left the vicinity of the field, the game will restart with a dropped ball between the two teams at the location where the play was stopped.

If the abuse continues, the official will be allowed to stop any further playing of the game and advise the coaches that the game has been abandoned and that a special incidence report will be forwarded to the Club's Executive. The official must clearly indicate on the game sheet that the game was abandoned due to abuse.

1. The game official must contact either their Referee Coordinator or a member of the Executive to verbally report the incident within twenty (24) hours.
2. A written report, with the assistance of the Referee Coordinator or a member of the Executive, if required, must then be forwarded to the Club within seventy-two (72) hours.
3. The Club's Executive will then review and deal with the report as per their guidelines.
4. If the game was abandoned due to the conduct of a spectator not associated with either team, the Executive will determine at their sole discretion the status of the game.

If the game continues without any further incident, the game official is advised to inform their Referee Coordinator that the game was temporarily suspended due to abuse toward a game official. Further, a note should be made on the game sheet.



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**Appendix "A"**

**OATH OF CONFIDENTIALITY**

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
(Day) (Month) (Year)

Between:

Mississauga Croatia Soccer Club

and

\_\_\_\_\_  
(Name)

I understand that all information directly or indirectly received through my involvement with the Soccer Club, is to be kept strictly private and confidential. This would include all business related to the Club (i.e., financial information, personnel issues relating to staff and other volunteers, and participant/family information). A break in this oath of confidentiality may result in my being asked to leave my position with the Club.

I have read and understand all of the above.

\_\_\_\_\_  
Per:

\_\_\_\_\_  
Position:

\_\_\_\_\_  
Per Club Official:

\_\_\_\_\_  
Position:



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## **Appendix "B"**

### **POSITION DESCRIPTIONS**

**POSITION: COMPETITIVE/ SELECT / ALL STAR TEAM OFFICIALS**

**RISK LEVEL: HIGH RISK POSITION**

**RESPONSIBLE TO: COMPETITIVE TEAM CO-ORDINATOR**

#### **GOALS:**

- Instruction in advanced soccer skills
- Positional play and individual roles on a team
- Competition at a high level of play
- Building & maintaining team chemistry while fostering individual excellence
- Encouraging commitment and self-discipline
- Playing for the 'love of the game'
- Establish codes of 'fair play' and reinforce values of 'good sport'

#### **ACTIVITIES:**

- Weekly practice & game(s) for players (maximum number of players as set by the league)
- Tournament play - traveling and overnight stays
- Upgrading qualifications through coaching certification clinics as mandated by the OSA

#### **RESPONSIBILITIES:**

- Establishment of a Coaching staff: Assistant(s), Manager, Trainer in accordance with available Club policy
- Team Committees with assigned responsibilities as determined by Coach and facilitated through the Team Manager
- Establish behaviour expectations on part of players
- Knowledge of the Game
- Attendance at Competitive Coaches' meetings
- Participation in all related coaching clinics as established by the Club
- Familiarity with Club policies pertaining to Competitive teams
- Familiarity with the Club's Competitive Coaches' Code of Conduct
- Background in injury prevention and management
- Adherence to coaching standards as set by the Head Coach

#### **BOUNDARIES/ LIMITATIONS:**

- Shall never be alone with a player
- 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 and Club policies
- Shall embrace Club values, principles, and policy as per Club Constitution
- Shall demonstrate the ability to set and maintain standards for players (i.e. respect, self-discipline, fair play)



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**SKILLS/QUALIFICATIONS/EXPERIENCE:**

- As set by the Club and the League in which the team plays in
- Knowledge of all aspects of the Game
- Experience as a player with ability to instruct through demonstration
- Ability to relate to the 'age' of the player
- Minimum age requirement eighteen (18)

**PERSONAL TRAITS/QUALITIES:**

- Positive role model
- Fair-minded, sportsmanlike approach
- Ability to communicate with players, parents, and officials
- Patience, understanding and a sense of humour
- Ability to exercise good judgment and to discipline in accordance with Club policy and Competitive Coaches' Code of Conduct

**ORIENTATION TRAINING:**

- Maintaining coaching levels as established by the OSA/ Club/ League
- Awareness of personal health issues and safety practices
- Clear understanding of Club policy regarding Competitive team matters

**SUPPORT/SUPERVISION & EVALUATION:**

- Club Head Coach will be in attendance at random practices and/or games
- Respond to directives from Competitive Team Coordinator
- Player/ Parent evaluation forms as per Club policy

**MANDATORY ACTIVITIES:**

- Clinics as mandated by the Club
- Weekly practice(s) and game(s)/tournaments
- Player evaluation and selection
- Communication with parents

**WORKING CONDITIONS:**

- Indoors/Outdoors - variety of practice conditions
- Times for practices
- Commitment from approval by Selection Committee to end of season

**BENEFITS (VOLUNTEER):**

- Working with young people
- Imparting the values of active participation, team work, and fair play
- Overseeing the development of players to their potential
- Assisting athletes in trying to be the best that they can be
- Community contribution

**SCREENING MEASURES:**

- Competitive team application form with personal references to be checked
- Interview(s) with Competitive Team Selection Committee
- Mandatory Police Records Check
- Documented monitoring by Club Representative(s) such as Club Head Coach



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## **POSITION DESCRIPTION**

**POSITION:** RECREATIONAL & MINI-SOCCER TEAM OFFICIALS

**RISK LEVEL:** LOW RISK POSITION

**RESPONSIBLE TO:** LEAGUE CONVENOR

**GOALS:**

- Instruction in basic soccer skills
- Active participation
- Introduction of team skills
- Enjoyment
- Establish codes of 'fair play' and reinforce values of 'good sport'

**ACTIVITIES:**

- Weekly practice & game(s) for players
- Coaching in game situations with equal participation

**RESPONSIBILITIES:**

- Communication with parents (i.e. practice/game schedules, snacks) and Club
- Record-keeping - player information (team rosters; medical concerns; injury authorization) on hand for practices and games
- Knowledge of Club policies re: player safety, heat/weather conditions during practice/ games; field conditions
- Familiarity with guidelines for reporting Child Abuse
- Distribution of player equipment as issued by Club
- Ensure players are properly outfitted relative to personal safety, and, as required by the Rules of the Games
- Familiarity with Mini-Soccer rules as issued by the Club
- Participation in all related orientation and coaching clinics sponsored by the Club
- Refereeing commitment for ½ of each game
- Playing background and/or work with children an asset

**BOUNDARIES/ LIMITATIONS:**

- Shall never be alone with a player
- 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 and Club policies
- Shall embrace Club values, principles, and policy as per Club Constitution
- Shall demonstrate the ability to set and maintain standards for players (i.e., respect, self-discipline, fair play)

**SKILLS/QUALIFICATIONS/EXPERIENCE:**

- As required by the Club
- Minimum age as set by Club (with coaches under 18 requiring written permission per Club policy)

**PERSONAL TRAITS/QUALITIES:**

- Interest
- Positive role model



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- Fair-minded, sportsmanlike approach
- Ability to communicate with players and parents
- Patience, understanding and a sense of humour

**ORIENTATION TRAINING:**

- Attending mandatory clinics as established by the Club
- Awareness of personal health issues and safety practices
- Working in best interests of players and the game of soccer

**SUPPORT/ SUPERVISION & EVALUATION:**

- Convener responsibility
- Random calls to parents to monitor coaching

**MANDATORY ACTIVITIES:**

- Clinics/Orientation sessions
- Weekly practice and game
- Player evaluation (U8 and U9's only)
- Communication with parents

**WORKING CONDITIONS:**

- Indoors/ Outdoors
- Variety of practice conditions
- Appropriateness of weather/ field conditions for practices/games
- Times for practices

**BENEFITS (VOLUNTEER):**

- Working with young people
- Imparting the values of active participation, team work, and fair play
- Introducing games skills and rules
- Community contribution

**SCREENING MEASURES:**

- Completion of a simplified application form
- Initial group meeting outlining safe practices
- As per Club's Support/Supervision & Evaluation guidelines
- A Police Records Check is required



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## Appendix "C"

### COACHING APPLICATION FORM

SEASON: (eg. 2008 Summer) \_\_\_\_\_

#### SECTION A: Personal Information

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

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Tel Home: (    ) \_\_\_\_\_

Tel Business: (    ) \_\_\_\_\_ Tel Mobile: (    ) \_\_\_\_\_

Coaching Position Preferred: (Age Group & Gender)

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

3<sup>rd</sup> Choice: \_\_\_\_\_

Do you have a son/daughter currently playing with the Club?  Yes  No

Which Age Group and Team?: \_\_\_\_\_

#### SECTION B: Coaching Qualifications

N.C.C.P. Number: \_\_\_\_\_

OSA Coach Number: \_\_\_\_\_

Community Coach "Children"

OSA Provincial "Pre-B" License

Community Coach "Youth"

OSA Provincial "B" License Part I

Community Coach "Senior"

CSA National "B" License Part II

CSA National "A" License

International Courses: \_\_\_\_\_

#### SECTION C: Previous Coaching Experience

If you have coached a team within the past three (3) years, please indicate: (a) Year; (b) Club; (c) Age; (d) Division; (e) the League in which the team played.



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1. Club: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Year Club Age Division League
2. Club: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Year Club Age Division League
3. Club: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Year Club Age Division League

**SECTION D: Additional Information**

1. A resume outlining your qualifications for this coaching position may be attached.

**SECTION E: REQUIREMENTS**

1. A photocopy of your coaching levels attached to this application form
2. A current police records check is a requirement of this position. A copy of such should be available for review at the time of interview.

(Numbers 3, 4, and 5 are not required on applications for low risk positions.)

3. Personal References (3):

(i) Name: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

(ii) Name: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

(iii) Name: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

4. A Personal Interview
5. Coaching candidates may be required to conduct a practice prior to selection to a coaching position.

*I have reviewed and agreed to the role and position (as defined) and have accurately completed this application and understand that the above references may be contacted.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date