



MANITOBA SOCCER ASSOCIATION POLICIES AND ADMINISTRATIVE PROCEDURES



SCREENING POLICY

I. PURPOSE

- A. The Manitoba Soccer Association (MSA) understands that screening personnel and volunteers is a vital part of providing a safe sporting environment. The MSA is responsible, both morally and legally, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities, and events. Screening helps to prevent people with a known history of violent, abusive or other high risk behaviours from gaining access to children and vulnerable adults through employment or volunteering.
- B. Character is the ultimate criteria upon which the decision to engage or retain an individual must be based. People who will be placed in a position of trust or authority must be of trustworthy character. The provisions in this policy do not, and are not intended to, replace the general diligence and vigilance required to ensure that the people selected meet the required standard. This diligence must be exercised during their initial selection, and throughout the entire term of their engagement with the organization. These provisions are only one partial tool to assist in addressing that overriding issue. There have been, and will continue to be, individuals who have not been convicted or placed on any registries but still should not be given access to children or vulnerable adults because of their character.

No person has a right to any position in the organization. It is incumbent upon the organization to ensure that a good faith subjective judgement is made to assess the character of any and all applicants. If there is ever any doubt as to the character of an individual, it is always preferable to err on the side of the protection of children and vulnerable adults, and to reject or remove the applicant, employee, or volunteer.

This policy should always be interpreted and applied in a manner which is consistent with these principles.

II. DEFINITIONS

The following terms have these meanings in this policy:



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A. Databases

1. **Abuse Registries: Adult Abuse Registry (AAR) and Child Abuse Registry (CAR)** – Registries (operated by the province) listing people who have been found to have abused adults living with a mental disability (including dementia; AAR) or children (CAR).
2. **Canadian Police Information Centre (CPIC)** – A computerized information storage and retrieval system that is operated centrally by the RCMP. CPIC provides all law enforcement agencies in Canada with information about crimes and criminals. CPIC contains data on all non-pardoned convictions, all charges (regardless of disposition), outstanding warrants and charges, all judicial orders, as well as other information that might be of interest to police investigations.

B. Kinds of Criminal Background Checks

1. **Criminal Record Check (CRC)** – A search (using CPIC) of the RCMP National Repository of Criminal Records to determine whether the individual has been charged or convicted of a crime as an adult. There are two kinds of CRCs: name-based and certified (i.e., requiring fingerprints). (The MSA does not require a certified CRC unless the name-based CRC cannot definitively identify an individual.)
2. **Police Information Check (PIC, aka police certificate, background check, record check, or reference check)** – A PIC releases the same information as a CRC. A PIC is conducted (as opposed to a CRC) when the individual resides in a jurisdiction with a local police force (e.g., Winnipeg and Brandon) as opposed to a jurisdiction policed by the RCMP.
3. **Vulnerable Sector Verification (VSV, aka, Vulnerable Sector Check or Vulnerable Sector Query)** – A detailed check that includes a search of the RCMP National Repository of Criminal Records, police information, and the Pardoned Sex Offender Database. This check determines if a person has a record suspension (pardon) for sexual offences. A VSV can only be conducted by a police service.



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III. POLICY

A. Primary Screening Requirement

1. All paid and volunteer roles will submit an application form, which must be approved prior to participating in any MSA activities.

B. Secondary Screening Requirement

1. All coaches (including assistant coaches) for children or vulnerable adults will require secondary screening due to the likelihood of unsupervised contact (including teaching, training, caring for, and supervision).
2. Other roles subject to secondary screening include those with one or more the following regular or recurring responsibilities:
 - a. Unsupervised contact with a young person or vulnerable adult including one-on-one communication (verbal, written, or electronic);
 - b. Attending overnight soccer activities;
 - c. Making decisions with respect to a young or vulnerable person;
 - d. Providing unsupervised treatment or first aid to a young or vulnerable person;
 - e. Access to the personal and sensitive information/data of a young or vulnerable person;
 - f. Unsupervised driving or transportation of a young or vulnerable person;
or
 - g. Ability to directly influence the creation or administration of policies relating to the protection of children and vulnerable adults.
3. Secondary screening includes the primary screening requirement (listed above) and the following:
 - a. Submit a current (i.e., within three years) CRC/PIC and VSV;
 - b. Submit a current (i.e., within three years) CAR and/or AAR checks, depending on the role.
 - c. Individuals new to Canada must provide past criminal record history from their home country. Canada Soccer may need to be involved.
 - d. Individuals under the age of 18 (who are unable to get a CRC/PIC and CAR and/or AAR checks) must always be under the supervision of an adult with the appropriate qualifications.
 - e. The MSA may, in its discretion, allow an individual to act while awaiting results.



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C. Persons with Criminal Records

Having a criminal record may not automatically disqualify a candidate from further consideration. The MSA may, in its discretion, determine that the nature of the record is not pertinent to the potential role of the individual.

IV. PROCEDURE

- A. The screening requirements defined in this policy will be submitted to the MSA in an envelope marked “Confidential”:

Manitoba Soccer Association
Attention: Members Services Manager
WSF Soccer South
211 Chancellor Matheson Road
Winnipeg, MB R3T 1Z2

- B. Subsequent to its review, the MSA will inform the applicant of the MSA's:

1. Approval of an individual's participation; or
2. Approval of an individual's participation subject to terms and conditions as the MSA deems appropriate; or
3. Denial of an individual's participation (in which case all screening and application documents will be destroyed).

V. RECORDS

All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

VI. APPLICATION OF THE POLICY

- A. This policy applies to all individuals whose role with the MSA is one of trust or authority which normally includes teaching, training, instruction, care for, treatment or supervision of children or vulnerable adults. The MSA expects its Members to practice due diligence (e.g., audited financial statements, internal controls/processes, etc.) for positions of financial responsibility.
- B. The checks and measures described in this policy are intended for general application in the vast majority of cases or circumstances, but it is acknowledged that specific circumstances or situations may arise which call for exceptional [treatment/approach]. These decisions must be made on a case-by-



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case basis by the good faith discretion of the screener, always having due regard for the safety of the participants and while taking care to implement any necessary mitigating requirements.



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Manitoba Soccer Association Volunteer Application Form

Date: _____

Name: _____

Address: _____

Phone number: _____ **Cell Number:** _____

Email: _____

Gender / Self Identification: _____

Position Applying For: _____

Your Skills for the Position: _____

Employment Experience Relevant to the Position: _____

Previous Volunteer Experience Relevant to the Position: _____

Why do you want the position? _____

Do you have any physical limitations (i.e., lifting, etc.)? _____

Name and phone number of two references: _____

Do you have a Drivers' License? Y / N **Are you CPR or AED certified? Y / N**

Languages spoken: _____

What is your availability? _____

Are you willing to complete any training required for the position? Y / N



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Signature: _____

Emergency contact and number: _____

Certification

I certified that the answers on this form are truthful, accurate, and complete to the best of my knowledge. I grant permission for the organization to contact any relevant persons to complete background checks and determine my suitability for the position.

Signature: _____

Date: _____

Print Name: _____

APPROVED BY: Manitoba Soccer Association Board of Directors

DATE OF APPROVAL: August 10, 2022