



POLICY MANUAL DARTMOUTH UNITED SOCCER CLUB

Policy & Procedure Guideline

Title: DU Volunteer Screening Policy	Number:
Section:	Date Issued: 13 th April 2008
Source: Alan Parslow, Secretary	Issuing Authority: Dartmouth United Board

PREAMBLE/BACKGROUND

In the past, Dartmouth United has relied solely on the use of HRM Criminal Record checks for screening volunteers. In order to protect the membership, and, in particular the children, Dartmouth United must implement a simple, rigorous and, above all, effective screening process. This policy defines such a process.

The main difference between the new process and the previous one is that the former is declarative in nature, whereas the latter was passive. In making the screening process declarative, the onus is put on the volunteer to inform the organization, as opposed to the organization being required to investigate the volunteer – the direction of legal, and moral, responsibility is reversed.

The Military Conduct Sheet is required because military personnel, unlike other types of employees, are subject to the National Defence Act and military law. In the interest of our children's safety, we are ensuring that our policy is comprehensive and encompasses all aspects of Canadian criminal law: the National Defence Act as well as the Criminal Code of Canada and the Controlled Drugs and Substances Act.

POLICY

Mandatory for all:

Club Officers and Directors, Employees, Coaches, Chaperones, and any other volunteer as deemed necessary by the Board.

GUIDING PRINCIPLES AND VALUES

The safety and well-being of the Dartmouth United membership, its players, its volunteers, and its staff.

PROCEDURE

Responsibility of Volunteer:

1. Submission of completed DU Volunteer Screening Form (required every year).
2. Submission of standard documentation needed to obtain HRM Police Record Check (required every 2 years)
3. Submission of Military Conduct Sheet (if applicable – required once if no longer active in the military, else required every 2 years).

Responsibility of Office Staff:

1. Refer any declared charges or convictions to the Secretary, who will refer the matter to the Board.
2. Obtain HRM Police Record Check (see 2. above).
3. Complete DU Volunteer Screening Admin Form.

RELATED DARTMOUTH UNITED DOCUMENTS

- DU Volunteer Screening Form
- DU Volunteer Screening Admin Form
- Board Meeting Minutes 13th April 2008, Item 10

REFERENCES

- DU Volunteer Screening Backgrounder – Alan Parslow, 2008
- Provincial Screening Laws – Volunteers Canada, 2003
- Federal Screening Laws – Volunteers Canada, 2001
- Pardons, Youth Records, and Criminal Record Checks – Justice for Children and Youth, 2006
- Pardon Application Guide – Government of Canada, 2005
- Ontario Screening Initiative – Police Record Checks, 2002
- CSA Screening Policy – Canadian Soccer Association, 2004
- New Westminster Police Volunteer Application, 2006
- The Safe Steps Screening Program – Volunteers Canada, 2007
- The National Defence Act – Dept. of Justice, Government of Canada, 2007
- Ontario Screening Initiative – Director's Responsibilities and Liabilities, 2002
- Safeguarding Children Best Practice Guidelines, Recruitment and Selection of Volunteers Working with Children and Young People – English Football Association, 2007
- The FA Charter Standard Club Programme Child Protection Policy – English Football Association, 2006
- The FA Charter Standard Club Programme Volunteer Recruitment Policy – English Football Association, 2006
- Safeguarding Children Best Practice Guidelines, Reference Form for Volunteers in Football – English Football Association, 2007
- Safeguarding Children and Young People in Football: Child Protection Policy, Procedures and implementation Guidance for Grassroots Football – English Football Association, 2007
- The Canadian Code for Volunteer Involvement – Volunteers Canada, 2006
- The Canadian Code for Volunteer Involvement: Audit Tool – Volunteers Canada, 2007

HISTORICAL DATES

New document: 13th April 2008.

Revised: 22nd May 2008 – Clarification with respect to the differentiation between military and civilian law. Removal of primary motivation.