

# **BC SOCCER ASSOCIATION**

## **RISK MANAGEMENT RULE, POLICY AND PROCEDURE**

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### **RULE 22. EMPLOYEE/VOLUNTEER BACKGROUND CHECKS**

- a) Every volunteer or employee of the Association who at any time could be expected in the performance of their duties to be alone with any registered youth player must have on file a completed personal disclosure statement form provided by the Association.

### **POLICY**

Every volunteer or employee age 18 and above must complete a Volunteer/Employee Disclosure Statement Form A or Form C annually.

Each District must appoint a District Risk Management Coordinator.

Each Club must appoint a Club Risk Management Coordinator.

The BC Soccer Association shall appoint a Provincial Risk Management Coordinator. This person's role is to investigate individual Volunteer Disclosure Forms when requested by the District R.M.C. after it has been determined that there may be a concern with a "Relevant Offence" as disclosed on an individual's application.

The BCSA shall, with input from the Districts review the existing Risk Management Policy and Procedures by April of each year.

Each District must establish a Risk Management Policy within their District.

### **PROCEDURE**

To assist Districts, the following step-by-step guide is provided for the distribution and collection of the Risk Management Volunteer Disclosure Form A and Form C. The Form A or Form C is to be filled out by every relevant applicant annually.

1. Each year the BCSA will distribute to all Districts (July 1<sup>st</sup> Lower Mainland: March 1<sup>st</sup> Interior) the Risk Management Volunteer Disclosure Form A and Form C.
2. Each District will provide the BCSA Volunteer Disclosure Form A and Form C to each Affiliate Club, who in turn will be responsible for the distribution and collection from all coaches, referees, managers, program administrators and other volunteers (described under Rule 22.), as per the District policy.

3. The implementation procedure for the Risk Management Volunteer Disclosure Form A is as follows:

**INDIVIDUALS:**

- i) Fill in all spaces on the Volunteer Risk Form A or Form C
- ii) Place the original Form A or Form C 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 Coordinator as per his or her instructions.

**CLUB RISK MANAGEMENT COORDINATOR:**

- v) Make a Club Master List of all persons receiving the Form A or Form C. Each name will then be checked off as the forms are returned to you.
- vi) Club Coordinators ARE NOT TO OPEN the envelopes, only to ensure on the Master List that they are all returned. When completed, make and retain a photocopy of the dated Master List for your club records.
- vii) Remit all sealed envelopes to the District Risk Management Coordinator, along with a dated copy of the Club Master List of enclosed Form A's and Form C's.
- viii) If an individual joins the coaching or administrative staff of a team at any time during the season, the Club Risk Management Coordinator 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 Form A or Form C to the District Coordinator.
- ix) If an individual who is required to fill out the BCSA Volunteer Risk Management Disclosure Form A 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 BCSA form with an appropriate address so that the District can follow up on the results of the first form being filed. Alternatively, the individual may elect to simply fill out and submit the BCSA Form A.

**DISTRICT RISK MANAGEMENT COORDINATOR:**

- x) All COASTAL District Clubs are required to file their Form A's or Form C's with their District Risk Management Coordinators by October 1 each year. For all INTERIOR District Clubs, the deadline will be June 1 of each year.
- xi) The District Risk Management Coordinator must open each envelope and review each Form A and Form C. If there is a positive "YES" response to question 3.a or 3.b, make and retain a photocopy of the Form A for your

district records, and send the original to the BCSA Provincial Risk Management Coordinator.

- xii) The BCSA Provincial Risk Management Coordinator will confer with legal counsel. A criminal history record check may be ordered. The legal counsel will advise the BCSA and the District if further action is required.
- xiii) Once all Form A's have been collected and opened by the District Risk Management Coordinator, they are to be placed in alphabetical order in a PERMA RECORD STORAGE BOX. A copy of the District Master List of all individuals completing Form A and Form C is to be firmly attached to the outside of the storage box, with another copy sealed inside the box.
- xiv) The PERMA RECORD STORAGE BOX is to be sent to the Executive Director - BC Soccer Association 1126 Douglas Rd., Burnaby, BC V5C 4Z6. A separate secured storage area outside of the BCSA office will be used to store these records.

# BRITISH COLUMBIA SOCCER ASSOCIATION

## RISK MANAGEMENT POLICY

(As of March 9, 2000)



### 1. VOLUNTEER DISCLOSURE STATEMENT:

The BCSA 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, the Board of Directors have devised a procedure under the Risk Management Policy whereby all volunteers are required to complete the **VOLUNTEER DISCLOSURE STATEMENT**. The intent of this procedure is to ensure the protection of our volunteers and our youth. 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 **BCSA** is contingent upon a review and approval of this truthfully completed and signed **VOLUNTEER DISCLOSURE STATEMENT**. I also understand that the information, which I have provided, is subject to verification, which may include a criminal-history check. I further understand 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. This form must be updated every year. (Please Print):

First Name: \_\_\_\_\_ Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_ Gender M / F  
(Please Print) (Please Print) (Circle)

Address: \_\_\_\_\_ City: \_\_\_\_\_, BC  
(Please Print)

Postal Code: \_\_\_\_\_ (Wk) ( ) \_\_\_\_\_ - \_\_\_\_\_ (Fax) ( ) \_\_\_\_\_ - \_\_\_\_\_  
(Telephone #) (Telephone #)

(H) ( ) \_\_\_\_\_ - \_\_\_\_\_ E mail: \_\_\_\_\_

Driver's Licence #: \_\_\_\_\_ BCSA ID#: \_\_\_\_ (DOB) \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
month / day / year

(If your surname had changed for any reason (i.e. marriage) please indicate previous surname) \_\_\_\_\_ )  
(Please Print)

Number of years involved in soccer: \_\_\_\_\_ Position within Assoc.: \_\_\_\_\_  
Coach/Manager/Referee/Volunteer

Does your job require a criminal record Check (Y / N) \_\_\_\_\_ If yes, when: \_\_\_\_\_  
mm/dd/year

3. 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 Statement**, please attach, if applicable, your **written statement about the crime of violence and/or any crime against a person**.

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: \_\_\_\_\_ 19 \_\_\_\_\_

The protection of Volunteers and Players is our top priority

# BRITISH COLUMBIA SOCCER ASSOCIATION

## RISK MANAGEMENT POLICY

(As of March 9, 2000)



### 1. VOLUNTEER DISCLOSURE STATEMENT RELEVANT OFFENCES: (excerpted from the Criminal Record Review Act)

**Sexual interference, Invitation to Sexual Touching, Sexual Exploitation, Incest, Anal Intercourse; Bestiality; Child Pornography; Parent or Guardian Procuring Sexual Activity; Household Permitting Sexual Activity; Corrupting Children; Indecent Acts;**

**Exposure; Trespassing at Night; Vagrancy; Procuring a Person for the Purpose of Prostitution; Living Off Avails of child Prostitution; Attempting to Obtain the Sexual Services of a child; Abandoning Child; Causing Death by Criminal Negligence;**

**Causing Bodily Harm with Intent; Murder; Punishment for Murder, Punishment for Manslaughter, Punishment for Infanticide; Killing unborn Child in Act of Birth; Attempt to commit murder; Accessory after Fact to Murder; Neglect to Obtain Assistance in Child Birth; Concealing Body of Child; Causing Bodily Harm with Intent;**

**Administering Noxious Thing; Overcoming Resistance to Commission of Office; Criminal harassment; Uttering Threats; Assault; Assault with a Weapon or Causing Bodily Harm; Aggravated Assault; Unlawfully Causing Bodily Harm; Aggravated Sexual Assault;**

**Removal of Child from Canada; Kidnapping/Forcible Confinement; Hostage Taking; Abduction of Person under Sixteen; Abduction of Person under Fourteen; Abduction in Contravention of Custody Order; Abduction; False Messages/Indecent Telephone Calls/Harassing Telephone Calls; Where Injury or Damage Feared; Where Fear of Sexual Offences;**

**Trafficking in controlled Drugs; Trafficking in Restricted Drugs; Trafficking;**

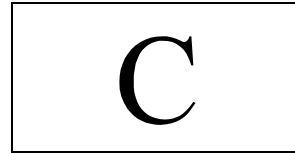
### 2. ADDITIONAL RELEVANT OFFENCES:

2.1 Conviction, Suspension or fine for the offence of Driving while under the influence of drugs and/or alcohol.

# BRITISH COLUMBIA SOCCER ASSOCIATION

## RISK MANAGEMENT POLICY

(As of March 9, 2000)



### 1. VOLUNTEER DISCLOSURE STATEMENT:

This form C is designed for those volunteers who have been previously registered with the BCSA and have been previously registered with the BCSA and have completed the form A.

Your original disclosure statement (form A will be kept on file).

2. This form C should only be completed if the volunteer has not been convicted since the completion of the original disclosure statement.

If the volunteer has been convicted of further offences, they must again complete the form A.

First Name: \_\_\_\_\_ Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_ Gender M / F  
(Please Print) (Please Print) (Circle)

Address: \_\_\_\_\_ City: \_\_\_\_\_, BC  
(Please Print)

Postal Code: \_\_\_\_\_ (Wk) ( ) \_\_\_\_\_ - \_\_\_\_\_ (Fax) ( ) \_\_\_\_\_ - \_\_\_\_\_ (H) ( ) \_\_\_\_\_ - \_\_\_\_\_  
(Telephone #) (Telephone #)

(H) ( ) \_\_\_\_\_ - \_\_\_\_\_ E mail: \_\_\_\_\_

Driver's Licence #: \_\_\_\_\_ BCSA ID#: \_\_\_\_\_ (DOB) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month / day / year

(If your surname had changed for any reason (i.e. marriage) please indicate previous surname) \_\_\_\_\_ )  
(Please Print)

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_ 19 \_\_\_\_\_

**The protection of Volunteers and Players is our top priority**