



BC SOCCER

CRIMINAL RECORD CHECK POLICY

January 2019

PURPOSE

As the governing body for soccer in British Columbia, BC Soccer, in conjunction with its members and affiliated organizations, is responsible for providing safe environments for every participant of our game. The purpose of BC Soccer's Criminal Record Check Policy is to ensure that BC Soccer, its members and affiliated organizations work to uphold the duty of care owed to participants by conducting the appropriate criminal record checks.

DEFINITIONS

In this policy, unless the context otherwise requires:

- a) "Adaptive Soccer" shall mean the practice of soccer by people with disabilities
- b) "Occasional volunteers" shall mean those volunteers who participate once a month or less or on a "one-off" basis
- c) "Vulnerable person" shall mean any youth, or an adult who is or may be unable to take care of themselves, or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason.

GENERAL

- a) It is the responsibility of a BC Soccer affiliated organization to ensure that it has all required Criminal Record Checks, Vulnerable Sector Checks or Enhanced Police Information Checks on file and that they are valid.
- b) All Criminal Record Checks, Vulnerable Sector Checks or Enhanced Police Information Checks are valid for 36 months from the date that has been stamped by a BC Soccer approved provider.
- c) It is the responsibility of the board (or executive as applicable to private organizations) of a BC Soccer affiliated organization, sanctioned league or tournament to ensure that only those directors, volunteers or employees who have met Criminal Record Check, Vulnerable Sector Check or Enhanced Police Information Check requirements participate in their role/activity as determined by the organization.
- d) Every BC Soccer affiliated organization must have a Risk Management Officer.
- e) If a director, volunteer, or employee of BC Soccer, or an affiliated BC Soccer organization, is charged with or convicted of an offence, that person must report the charge or conviction to the organization(s) with which they volunteer or are employed by within 24 hours. The organization must request within 24 hours that the charged or convicted person obtain a new Criminal Record Check, Vulnerable Sector Check or Enhanced Police Information check (if applicable) and determine, within timelines specified by the organization, if that person is suitable to continue carrying out his or her duties.
- f) Every Adult League (Full or Associate), Youth District and Associate Member must provide a Criminal Record Check Compliance Report in the format provided to BC Soccer annually between January 1st and January 30th.

YOUTH

- g) All BC Soccer directors, volunteers, employees of BC Soccer or an affiliated BC Soccer organization aged 19 years and older participating on a regular basis in any element of youth soccer, adaptive soccer, or who will be with a vulnerable person must have a valid Vulnerable Sector Check or Enhanced Police Information Check on file.
- h) Occasional Volunteers are not required to complete a Criminal Record Check, Vulnerable Sector Check or Enhanced Police Information Check, so long as they do not have unsupervised access to a youth or otherwise vulnerable person. An adult who has completed a valid Vulnerable Sector Check or Enhanced Police Information Check must be present.
- i) The following providers and checks are acceptable:
 - RCMP (Royal Canadian Mounted Police – Vulnerable Sector Check)
 - Local municipal police department – Vulnerable Sector Check
 - Criminal Records Review Program – Vulnerable Sector Check (“working with adults” and “working with children” must be selected)
 - Sterling Backcheck’s Enhanced Police Information Check (EPIC)

ADULT

- j) All BC Soccer directors and employee of BC Soccer or an affiliated BC Soccer organization aged 19 years and older must have a valid Criminal Record Check on file.
- k) An adult league coach and/or manager who permits or registers youth aged players to their team must also have a valid Vulnerable Sector Check or Enhanced Police Information Check on file per “i” above.
- l) The following providers and checks are acceptable as a minimum:
 - RCMP (Royal Canadian Mounted Police – Criminal Record Check)
 - Local municipal police department – Criminal Record Check
 - Criminal Records Review Program – Criminal Record Check (“working with adults” must be selected)
 - Sterling Backcheck’s Enhanced Police Information Check (EPIC)

REFEREES

- m) All referees aged 19 years and older must have a valid Vulnerable Sector Check or Enhanced Police Information Check on file with BC Soccer.
- n) The following providers and checks are acceptable:
 - RCMP (Royal Canadian Mounted Police – Vulnerable Sector Check)
 - Local municipal police department – Vulnerable Sector Check
 - Criminal Records Review Program – Vulnerable Sector Check (“working with adults” and “working with children” must be selected)
 - Sterling Backcheck’s Enhanced Police Information Check (EPIC)