



BC SOCCER

CRIMINAL RECORD CHECK POLICY

September 2020

PURPOSE

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 everyone involved in sanctioned soccer activity in BC by conducting the appropriate criminal record checks.

DEFINITIONS

Completed

Completed means a Criminal Record Check, Vulnerable Sector Check or Enhanced Police Information Check that was conducted through a BC Soccer approved provider, that has been received with no flags (i.e. is clear) or has been received and reviewed by the organization’s Risk Management Officer, and a decision has been made whether or not the individual is cleared to continue in their role (or another role).

Occasional Volunteers

Occasional volunteers shall mean those volunteers who participate once a month or less or on a “one-off” basis.

Vulnerable Person

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.

STANDARDS

- a) Each BC Soccer affiliated organization must have all required Criminal Record Checks, Vulnerable Sector Checks or Enhanced Police Information Checks on file and that they are completed.
- b) 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)
- c) 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.
- d) The board (or executive as applicable to private organizations) of a BC Soccer affiliated organization, sanctioned league or tournament must 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.
- e) Every BC Soccer affiliated organization must have a Risk Management Officer.
 - i. The Risk Management Officer of an organization shall have the authority to:
 1. Require an individual to provide additional information as a part of the Criminal Record Check review.

2. Require an individual to submit a new criminal record check prior to the anticipated renewal date.
 3. Specify the Criminal Record Check provider that an individual must use, per “b” above.
 4. Decide if an individual can continue in their current or potential role.
- f) 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.
- g) Every Adult League (Full or Associate), Youth District and Associate Member must submit a Criminal Record Check Compliance Report in the format provided by BC Soccer annually.

YOUTH

- h) All directors, volunteers, employees or contractors of BC Soccer or an affiliated BC Soccer organization, who are aged 19 years and older and, are participating on a regular basis in any element of youth soccer, or, who will be with a vulnerable person, must have a completed Vulnerable Sector Check or Enhanced Police Information Check on file.
- i) Occasional volunteers are not required to complete a Criminal Record Check, Vulnerable Sector Check or Enhanced Police Information Check; however, they may only have interactions with a vulnerable person if an adult who has a completed a Vulnerable Sector Check or Enhanced Police Information Check is present.

ADULT

- j) All directors, volunteers, employees or contractors of BC Soccer or an affiliated BC Soccer organization who are aged 19 years and older must have a completed 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 completed Vulnerable Sector Check or Enhanced Police Information Check on file per “b” above.

REFEREES

- l) All referees aged 19 years and older must have a completed Vulnerable Sector Check or Enhanced Police Information Check on file with BC Soccer.