

Volunteer Policies (Screening & Harassment)

Purpose

To identify the screening requirements for volunteers with the Calgary Villains Football Club (the “Club”) and to establish expectations of conduct for Volunteers.

Scope

This Policy applies to everyone who volunteers with the Club (the “Volunteers”) including but not limited to coaches, team managers, and chaperones.

Screening Policy

Application

1. The Club adheres to the Alberta Soccer Association Volunteer Screening Minimum Standards (**Appendix A Link**).
2. Club Volunteers, whose position is one of trust or authority relative to young people are required to obtain either a Police Information Check (PIC) or Policy Vulnerable Sector Check (PVSC).
3. The Club will determine the level of security check required for each Volunteer position.

Process for obtaining PIC and PVSC

4. A PIC or PVSC must be obtained every 36 months and proof of the check must be submitted every three years at a date specified by the Affiliated Member Organization.
5. Personnel may obtain a PIC or PVSC by (i) visiting or contacting an RCMP office or police station, (ii) submitting two pieces of government-issued identification (one of which must have a photo), and (iii) completing paperwork. Payment of fees may also be required.
6. Fingerprinting may be required if there is a match with the individual’s gender and birth date.

7. Usually within 30 days, the RCMP or local police will issue the individual a document identifying one of the following:
 - a. **Negative.** A criminal record does not exist.
 - b. **Records match.** A criminal record exists.
 - c. **Incomplete.** There was a match with the gender and birth date of the individual and fingerprinting is required.
8. As of December 2011, the RCMP installed LiveScan Real Time Identification Devices in some locations. Should an individual require fingerprinting, these devices speed up the process after being fingerprinted.
9. Personnel requiring only a PIC may be able to obtain a check through www.backcheck.com but should confirm with the ASA before doing so.
10. Volunteers should submit their documentation to the General Manager of the Club via email: calgaryvillainsfc@gmail.com
11. PIC and PVSC will be stored appropriately by the Club.

Harassment Policy

Expectations of Conduct

The Club adheres to the Alberta Soccer Association Harassment Policy. It is expected that all Volunteers review this policy, which is attached at **Appendix B link**.

This policy outlines expectations of conduct, and a mechanism to file a complaint with the Alberta Soccer Association.

Volunteers are also expected to comply with the Club's Anti-Bullying Policy.

Reporting Concerning Conduct

Volunteers must report conduct in violation of the Club's Anti-Bullying Policy by following the process outlined in the Dispute Resolution Procedure.

Specifically, Volunteers are encouraged to consider informally resolving concerns prior to filing a complaint. Complaints may be filed to the General Manager of the Club and the complaint should include the following details:

- a. The date and time of the incident;
- b. The name of the complainant;
- c. The names of the respondent(s); and
- d. A summary of the concern/ interaction.

The General Manager will, when necessary, put in place interim measures to ensure the safety of the Club's property or Club Community Members.

