



Cataraqui Clippers Soccer Club

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Cataraqui Clippers Soccer Club Screening and Harassment Reporting Policy

Harassment in its many forms is unwanted and harmful in any degree, and the Cataraqui Clippers Soccer Club recognizes it has an obligation that it must to take all reasonable measures to care for and protect its participants, including players and officials, from harm.

The Club's Policy towards screening and the reporting of allegations of harassment is summarised as follows:

- The Club shall abide by the OSA Harassment Policy.
- The Club shall implement a screening and monitoring programme.
- In the event that a member of the Club wishes to lodge a complaint of harassment, the aggrieved party shall submit the claim in writing to the District Harassment Officer(s).
- The Club shall publish the Screening and Harassment Reporting Policy on the Club Website.

Definitions

The Club Cataraqui Clippers Soccer Club

Member Any official (e.g. coach, manager, referee, non-coaching staff, paid or volunteer), player (youth) or the player's parent or guardian associated with the Club

Screening

The Cataraqui Clippers Soccer Club fully supports and abides by the OSA Harassment Policy, (available at the OSA web site at www.soccer.on.ca/), which includes the risk assessment and screening of club officials.

The club has therefore implemented a screening programme focusing on prevention rather than reaction.

The most comprehensive screening shall apply to the high risk officials, typically competitive team coaches and others who might find themselves alone with a youth player. However, all team officials will ultimately be screened in some form, and screening will be in compliance with OSA policy.

The screening programme, while necessary to protect the youth of the club, is also expected to deter perpetrators from becoming involved in the sport of soccer knowing that such a policy is now in place.

Boundary Limitations

The following Boundary Limitations are also mandated for coaches to provide the highest degree of prevention, with the primary objective being to avoid any youth being left alone with a coach. It should be emphasised that this also helps to protect a coach from any suggestion of misconduct. A coach or official:

- Shall never be alone with a player;
- Shall not be responsible for transportation to/from practices/games/tournaments;
- Shall not be responsible for water or snacks;
- Shall be a role model while supervising players, or on a Club's premises (i.e. there shall be no drugs, alcohol, smoking or abusive language at practices, games or tournaments);
- Shall ADHERE to OSA and Club policies;
- Shall embrace Club values, principles, and policy as per Club Constitution;
- Shall demonstrate the ability to set and maintain standards for players (i.e. respect, self-discipline, fair play, sportsmanship).

Parents must not assume that coaching staff and coaches will provide transportation for any player to or from practices, or games etc. Teams shall where necessary arrange group pick-ups, but transportation remains a parent's or guardian's responsibility.

No one subjected to screening should feel that their integrity is being questioned since the policy is to screen all staff who may find themselves in high risk situations before they are appointed.

Issues arising from a breach of boundary limitations will be referred to the Club Discipline Chair for appropriate action to be taken.

Risk Assessment

The need to screen an applicant is dictated by the nature of the position and its inherent level of risk. When determining risk several factors are considered such as the participant, the environment, the nature of the activity, the level of supervision and the nature of the relationship. There are three categories of risk; high, medium and low, with varying screening measures applied according to the degree of risk and as outlined below.

CLIPPERS RISK SCREENING CRITERIA

HIGH RISK	MEDIUM RISK	LOW RISK
<ul style="list-style-type: none"> • Application Form (with references) • Interview by Selection Committee • References Checked • Police Records Check • Evaluation by Club <p>Examples:</p> <ul style="list-style-type: none"> • Club Head Coach • Competitive Team Coaches, and assistants 	<ul style="list-style-type: none"> • Application Form (Reference Checks Optional) • Police Records Check <p>Examples:</p> <ul style="list-style-type: none"> • Recreational Team Coach 	<ul style="list-style-type: none"> • Application Form (Reference Checks Optional) <p>Examples:</p> <ul style="list-style-type: none"> • League Convenor • Mini Soccer Coach • Team Manager • Trainers* • Other club officials

*Note for Cataraqui Clippers it is mandated that trainers shall be never left alone with a player (e.g. in a treatment room), and shall in this case be classified as low risk.

Applicants

Applications for Club positions shall be submitted annually except where mandated otherwise in the Club constitution.

Police checks shall be conducted every 2-3 years, with the cost borne by the Club. The police checks will include criminal investigations checks and the vulnerable sector check (check and disclosure for sexual offences for which a pardon has been granted).

“Unsatisfactory” police checks that reveal a record of violent conduct or convictions of a sexual nature shall cause the application to be rejected. Other convictions shall be reviewed and the application accepted or rejected at the discretion of the screening committee.

Likewise, “unsatisfactory” reference checks may cause the application to be rejected.

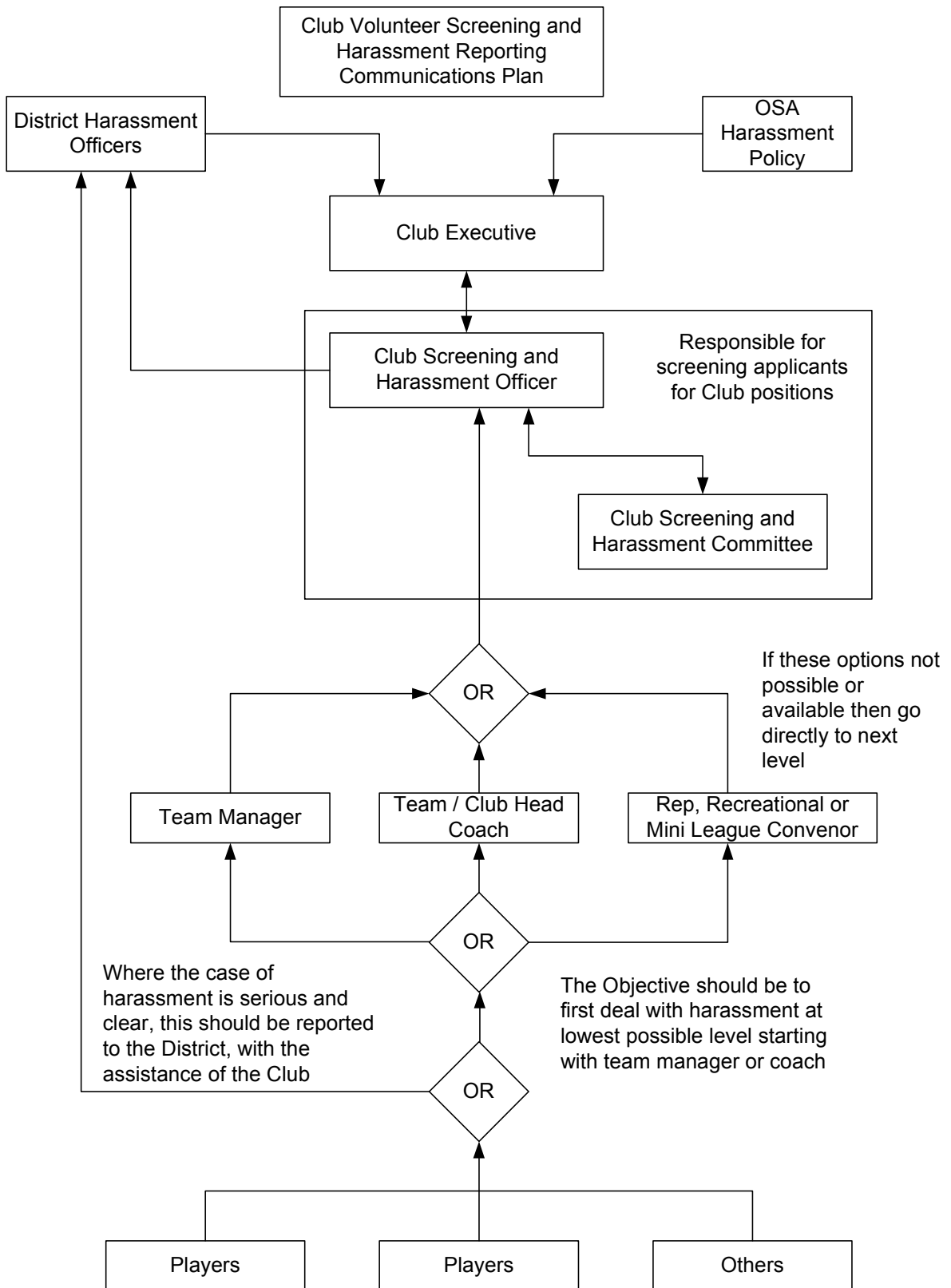
Screening Programme

The Club executive shall appoint a Selection Committee on an annual basis, responsible for the appointment and screening of the team officials. The screening shall follow the OSA Screening Handbook available at the OSA web site.

Reference and police checks will only be conducted when an applicant is first accepted to a high or medium risk position.

The following diagram describes the Club's Screening organization, and communication and reporting lines for both screening and for the reporting of any case of harassment.

The screening selection committee will consist of at least three persons including one non-executive member with Human Resources experience. The Club Screening and Harassment Officer will be identified on the website each year together with his/her contact info.



Confidentiality

The Club will take all reasonable steps to protect the confidentiality of personal information, including the results of the police records check.

The police records checks will be returned to the applicant.

A notation acknowledging the police records check shall be maintained for a period of not more than one year following the retirement of a member from a position within the Club, or until an update is received (every 2-3 years).

Screening records shall not be stored except the results of the screening process, i.e. that screening was conducted. Such information or any other confidential information shall be maintained for a period not exceeding three years following the retirement of a member from a position within the Club. In the case where screening results in an application being declined the records shall be stored for three years from the application.

Documents shall be disposed of through a secure means such as shredding. Electronic records shall not be maintained.

Personal information including the police records check shall only be reviewed by the Selection Committee. Anyone having access to confidential information shall sign an oath of confidentiality.

The information received through the screening process shall only be used to determine if an applicant is suitable for a specific position.

Confidential information will be stored in a locked cabinet accessible only by the club secretary.

Confidential information will only be discussed in the Selection process or in the event of a complaint of harassment related to the individual.

Reporting Harassment

If any member believes that there is a case of harassment then that member shall first report the case to the team manager, coach or league convener, or if not available or applicable directly to the Club Discipline Chair. The team manager shall discuss the matter with the Club Discipline Chair. The Discipline Chair shall then take the appropriate action. The first step by the member shall in any case be first to remove the individual from the risk of any further harm.

Note; if the complaint is of a sufficiently serious nature that the complainant wishes to lodge a complaint, the OSA requires the complainant to contact the DHO directly. This is to maintain confidentiality in harassment complaints. In such cases the Club will provide any assistance and cooperation necessary.