



In 2010 the British Columbia Soccer Association in response to Federal Regulation passes Rule 22 – Risk Management. This rule requires:

- Every volunteer or employee of the Association or affiliated organization who at any time could be expected in the performance of their duties to:
 - Be with any minor aged person;
 - Be entrusted with performing financial duties
 - Be responsible for book keeping or bank account (s):

Must have on file the results of a Criminal Record Check completed within the previous 12 months from an agency approved by the Association

Background

As the governing body for soccer in British Columbia, the British Columbia Soccer Association, in conjunction with all member organizations, are responsible for ensuring that all players, coaches, manager, referees, administrator and volunteers from the grassroots to the provincial level are participating within our game in a safe environment. At times with the increasing number of individuals who affect the game, this represents various challenges. In order to meet these challenges, all the different types of member organizations with the family of soccer must take their share of responsibility.

Criminal record checks can be completed approved agencies, which include the R.C.M.P. Any individual, who has completed a criminal record check for another organization within the last 4 months, is able to share this criminal record check with the club, district, or league; unless the club, district or league outlines within their Risk Management Policy that original record checks must be received.

The reporting structure within our association is club to district/league to province to country.

What this means with regard to complying with Rule 22, it is the responsibility of the member organization's Risk Management Officer, where the activity takes place to ensure they have on file a valid criminal record check for every volunteer or employee who at any time could be expected in the

If the activity is taking place at a club level, the club must request and store the criminal record checks.

Risk Management Officer Actions

- Request that all required individuals to complete /submit a criminal record check
- Some criminal record check issuing agencies provide free criminal checks for volunteer or sports organization; therefore it may be beneficial to provide a letter to each individual outlining their role within the organization so it may be presented to the issuing agency
- Ensure you receive a criminal record check form all required individuals

- Review each submitted criminal record check to ensure there are no “flags” or “may or may not exist” items.
- Should a criminal record check be submitted that does have “flags” or “may or may not exist” items; consult the organizations Risk Management Policy for next steps> See “When Criminal Record Checks have “flags” section for recommended steps.
- Always keep everything confidential
- Never state names
- Document everything
- Annually report to your governing body (ie club to district)
- The number of criminal record checks that were completed
- How many “flags” or may or may not exist” items arose and advise whether or not the individuals remain as volunteers or not (don’t state names).
- Keep all criminal record checks on file, until such time as a new one is submitted for the same individual, then the out-dated record can be destroyed.
- Keep an annual record (ie excel spreadsheet) identifying the criminal record checks that have been completed

Any Risk Management Officers who are in a governance position should have communication to ensure that all organizations under their jurisdiction are being compliant and acting appropriately.

Annually B.C. Soccer Association will request from member organizations a consolidated numbers of items for review.

Should a criminal record check be submitted that does have a “flags” or “may or may not exist” items; consult the organization’s Risk Management Policy for next steps.

- Inform the individual that their criminal record check has been received with a “flags” or “may or may not exist”.
- Ask what it could mean
- Advise that in accordance with R.C.M.P. Canadian Police Information Centre regulations, in order for the organization to have a clear understanding of the details found on the criminal record check, the organization requests that they complete a fingerprint process with your Police Department.

When those results are submitted to the member organization, the Risk Management Officer is empowered to make a decision as whether the organization is a risk if the individual continues as a volunteer. As part of that process the Risk Management Officer can discuss the situation in general specifics without names to get their Board’s consensus. In doing so they need to document everything advice the individual of the decision and keep everything confidential.

- Always keep everything confidential.
- Never State names
- Document every thing

Clubs cannot share criminal record check reports/results with another club or district unless they have the written consent of the individual involved.

Other considerations

- Youth Players playing on Adult (Senior) Teams whether it be on permit or full-time basis; Coaches and Manager (carded officials) for those specific teams are required to complete criminal record check
- Adult (Senior) Club volunteers (Directors or employees of the Club must also complete criminal record checks)
- Rick Management Officers for any Club, District or League who assign Adult Referees for any game (Youth or Senior) that involves the use of Youth Assistant Referees must have on file a criminal record check for each Adult Referee.