



## Volunteer and Staff Screening Policy

LS Croatia SC supports the initiative of The Ontario Soccer Association and adopts its policy and procedures for Volunteer Screening as per its OSA Screening Handbook.

Educating participants, coaches, managers, leaders, and volunteers about abuse and harassment is very important. LS Croatia SC recognizes that the organization has a responsibility to appropriately screen any person who will have access to vulnerable people. This responsibility is both moral and legal; it is not only the “right” thing to do but it is legislated under the “Duty of Care” concept.

“Duty of Care” is a legal principle that identifies the obligations of individuals and organizations to take reasonable measures to care for and protect their clients. It is important to understand that Canadian courts will uphold organizations’ responsibilities to screen carefully. This is part of their “Duty to Care.”

All LS Croatia SC volunteers must have signed an acknowledgement indicating that they have read and received the appropriate policies including the OSA Harassment Policy.

In order to participate in LS Croatia SC, all staff, coaches, and volunteers (holders) must also have a “clean” CPIC or a CPIC certificate that indicates that the holder is cleared to participate in volunteer activities and has also cleared a vulnerability sector check. This will expire three years from the date of issuance for LS Croatia SC purposes.

General event volunteers, casual employment labour, and referees do not require a CPIC.

All above mentioned groups must submit a clean, valid CPIC certificate in order to be permitted to engage in any activities on behalf of LS Croatia SC.

On expiration of a clean CPIC certificate, it is incumbent on the holder to renew and duly submit a revised, clean CPIC certificate in order to continue the activities. Such renewal must be submitted to LS Croatia SC at or before expiration of the pre-existing certificate's validity.



## **Process of Application For CPIC Certificate**

It is the responsibility of the holder to contact the local police authorities through which to apply for and duly receive their CPIC clearance certificates. On receipt of the certificate from the police authorities, the holder should immediately submit the certificate to LS Croatia SC.

Submission of CPIC certificates through organizations who are third party to the police authorities and that do not include both criminal and vulnerable sector checks and associated clearance are not admissible.

## **CPIC Cost Refund Policy**

1. Submission of the original CPIC certificate will result in a full refund of the cost of certificate acquisition from LS Croatia SC to the holder on submission.
2. Submission of a scanned or photo-stat copy of the certificate will not qualify for refund of any costs related to the certificate's acquisition.

## **Absence of CPIC Certificate On Commencement Of Soccer Season**

A holder (as defined above) who does not have a valid CPIC clearance at the start of a soccer season is not permitted to participate in associated volunteer activities, unless with express permission of LS Croatia SC Board of Directors.

LS Croatia SC uses the OSA Screening Handbook which provides Position Descriptions and Application Forms as well as valuable advice on Interview procedures, Reference Checks, Police Checks and Training.