



Screening and Recruitment Handbook

**Tools and Resources for
Ontario Soccer Member Organizations**

June 2025

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THE PURPOSE OF THIS HANDBOOK

This handbook serves as a comprehensive guide for Ontario Soccer Member Organizations. Its purpose is to educate Member Organizations and equip them with the tools and resources necessary for implementing effective screening processes for individuals assuming roles within their organization.

Ontario Soccer recognizes that Member Organizations have some discretion in developing screening procedures, including determining appropriate intervals between Police Record Checks, however Screening is a mandatory requirement of organizations maintaining their membership in Ontario Soccer.

The structure of this handbook is based on the Ten Steps of Screening as outlined in Volunteer Canada's 2012 edition of The Screening Handbook. Ontario Soccer extends its gratitude to Volunteer Canada for their invaluable resources, which have been instrumental in the development of this guide.

Member Organizations using this handbook are required to comply with Ontario Soccer's Governing Documents. For consistency, they are also encouraged to reference and align with Ontario Soccer Policies, which can be accessed here: [Ontario Soccer Governing Documents](#).



WHY SCREEN?

The purpose and benefits of screening, especially when recruiting is threefold:

1. To improve the quality and safety of programs and services in our organizations,
2. To reduce the risks and liability for both our people and our organizations,
3. To better match people's skills and experience to the needs and opportunities within our organizations.

Screening practices help define the relationship between people and organizations and increase both the quality and safety of programs and services in communities. **All Member Organizations are required to have a Screening and Recruitment Policy that has been approved by their Board.**

Duty of Care is the fundamental principle and premise underlying the question of screening. Duty of Care is a legal principle which identifies the obligations of individuals and organizations to take reasonable measures to care for and to protect their clients to an appropriate level or standard. The standard of care refers to the degree or level of service, attention, care and protection that one owes another according to the law, usually the law of negligence.

In our Member Organizations some of our clients are vulnerable, which means they may not be able to protect, defend, or assert themselves, permanently or temporarily, because of age, disability or circumstances. Therefore, the Duty of Care becomes more intense and the standard higher.

PRIVACY AND CONFIDENTIALITY

Member Organizations are required to safeguard the confidentiality of personal information gathered during the screening process.

If a Member Organization receives information about an applicant, whether from the applicant directly or from the police, the Organization becomes responsible for that information and is then subject to many of the same legal requirements and regulations as other holders of personal information, in terms of confidentiality and access.

Ontario Soccer recommends that those involved in the screening process should sign an Oath of Confidentiality. An example is provided in **Appendix A**.

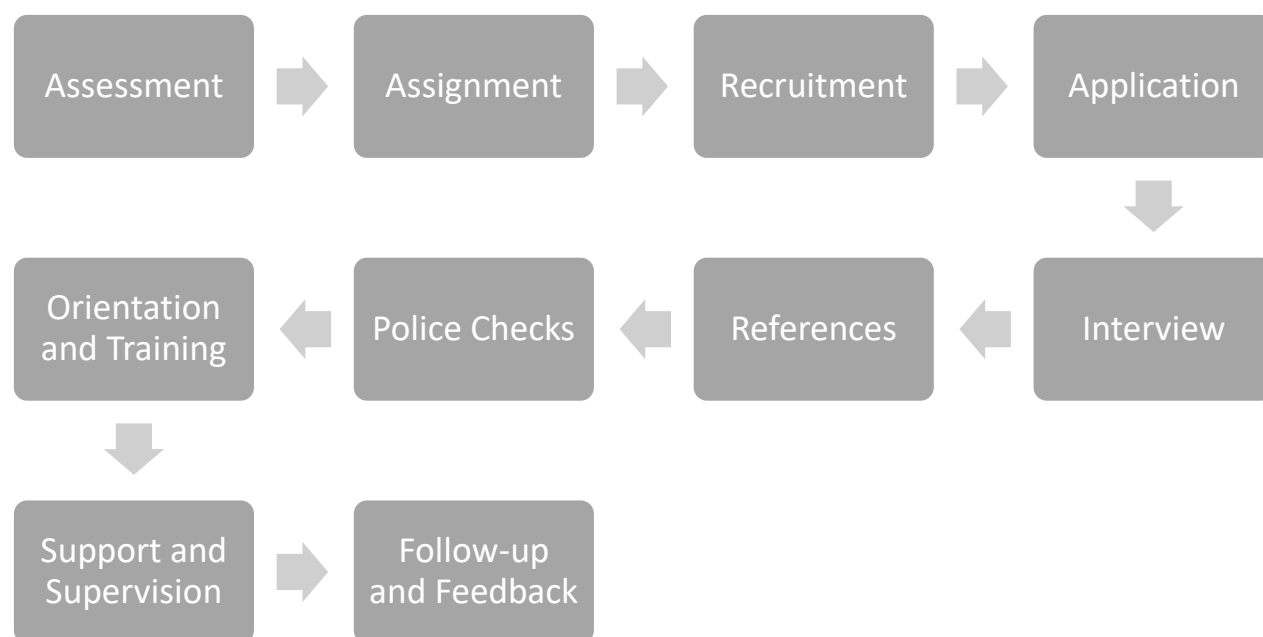
Member Organizations should follow the Ontario Soccer Screening and Recruitment Policy:

1. Identify who will review personal information including Disclosure Forms, police records check and vulnerable sector checks.
2. Return applicant's criminal records check and vulnerable sector check to the applicant once it has been reviewed.
3. State that the information received through the screening process will only be used to determine if an applicant is suitable.
4. State that the organization will take all reasonable steps to protect the confidentiality of personal information of the Applicant.
5. Identify how long the organization will keep confidential information.
6. Explain in what circumstances, and with whom, the information will be discussed and why.



10 STEPS OF SCREENING

The following outlines the ten-step screening and recruitment process as referenced in Volunteer Canada's 2012 edition of *The Screening Handbook*. It is intended to assist Member Organizations in developing processes that incorporate Ontario Soccer Policies and Procedures, ensuring they meet their Duty of Care and standard of care obligations.



This handbook addresses each of the ten steps of screening and within each of those steps there are privacy and confidentiality concerns.



STEP #1 – ASSESSMENT

Each position in the organization should be assessed for its level of risk to the participant and/or the organization. This type of risk management involves looking at the possibilities of loss or injury that might arise in programs, activities and services and taking steps to reduce them. The need to screen an applicant is dictated by the nature of the position and its inherent level of risk. When determining risk, the organization should consider factors such as the participant, the environment, the nature of the activity, the level of supervision and the nature of the relationship.

For example, a high-risk position would be a position in which the applicant is in direct contact with, or provides direct service to, vulnerable individuals. This risk is also high when the applicant will be in a position of trust, power or influence, and when the applicant's contact is unsupervised.

Ontario Soccer suggests the following with respect to the level of risk associated with a position and recommended screening measures have been assigned to each level of risk:

RISK LEVEL	ROLE	TRAINING REQUIRED	SCREENING REQUIRED
LOW	Participants involved in low-risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Participants Examples: A. Parents, youth, or volunteers who are helping on a non-regular or informal basis	Onboarding training provided relevant for the role. Organization Code of Conduct and Ethics, Confidentiality, Social Media Policy, and other applicable Organizational values training	A. Complete an Application Form B. Complete a Screening Disclosure Form. Sample is provided in Appendix E
MEDIUM	Participants involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to Vulnerable Participants. Examples: A. Athlete support personnel B. Non-coach employees or managers C. Directors D. Coaches who are typically under the supervision of another coach	Onboarding training provided relevant for the role. Organization Code of Conduct and Ethics, Confidentiality, Social Media Policy, and other applicable Organizational values training NCCP Rule of Two NCCP Making Ethical Decisions Safe Sport Training (TBD) RIS Activity Leader training	A. Complete an Application Form B. Complete a Screening Disclosure Form. Sample is provided in Appendix E C. Complete and provide a C-PIC D. Provide one letter of reference related to the position E. Provide a driver's abstract, if requested
HIGH	Participants involved in high-risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with finances, and who have frequent or unsupervised access to Vulnerable Participants. Examples: A. Full time coaches B. Coaches who travel with Athletes C. Coaches who could be alone with Athletes	Onboarding training provided relevant for the role. Organization Code Of Conduct and Ethics, Confidentiality, Social Media Policy, and other applicable Organizational values training NCCP Rule of Two NCCP Making Ethical Decisions Ontario Soccer Safe Sport Training RIS Activity Leader Certificate	A. Complete an Application Form B. Complete a Screening Disclosure Form. Sample is provided in Appendix E C. Complete and provide VSC D. Provide three references related to the position E. Provide a driver's abstract, if requested



STEP #2 - POSITION ASSIGNMENT

Each position in the Member Organization should have a detailed description of the position, its requirements, goals, activities, responsibilities, and boundaries and limitations. Ontario Soccer provides recommendations for each of the common positions in a Member Organization and sample position descriptions are provided in **Appendix B**.

Member Organizations should review the position descriptions and adapt the content to be specific to their organization.

STEP #3 - RECRUITMENT

Member Organizations are encouraged to devise their own strategies for recruiting individuals for a position. Recruitment should be planned, communicated and give all interested individuals the same opportunity. Recruitment programs should be consistent, fair and clearly explain the mission, vision, and values of the organization, the requirements and risk level of the position, and the screening process the applicant must undergo.

STEP #4 - APPLICATION

Member Organizations are encouraged to develop their own Application Form for applicants. Ontario Soccer has prepared a basic Application Form (**Appendix C**) that suggests the minimum information that organizations are required by Ontario Soccer Policy to collect from applicants.

Member Organizations are encouraged to add to the Application Form but must be aware that policies for privacy and confidentiality must be in place to ensure the protection of all collected personal information. Please ensure your application form only asks for information related to the requirements of the position. Questions on matters such as the candidate's race, age, national origin, colour, gender identity, religion, disability or gender classification are prohibited under federal and provincial human rights legislation.

STEP #5 - INTERVIEW: HIGH RISK POSITIONS

Member Organizations should appoint a Selection Committee of a minimum of two people that interviews applicants who are applying for high-risk positions. This Committee is tasked with not only determining whether the applicant has the technical and professional skills for the position but also determining whether the applicant understands the risks, boundaries, and other responsibilities of the position. For example, the Committee may find that an applicant is technically proficient – but lacks understanding of the barriers between coach and athlete. For



risk management reasons, the Committee may decide not to engage this person with the organization.

Organizations are encouraged to determine the terms of reference for their Selection Committee but, at minimum, the Committee should be comprised of the following:

- Individuals with technical expertise
- Individuals with knowledge of the organization's policies
- Individuals with human resource experience and, ideally, screening techniques

The Interview Process

Ontario Soccer encourages 'behaviour-based' interviews for applicants. The Selection Committee must remain objective both before and after the interview and should follow some basic rules.

Generally, the committee should:

- Decide who will be responsible for each area of questioning
- Take extensive objective notes and avoid subjective written comments
- Not discuss any interview results until all applicants have been interviewed

Specifically, the Committee should:

- Ask the questions in the same order and verbatim for each applicant
- Repeat if necessary, but not paraphrase
- Not coach, prompt, give hints or show positive or negative response to the candidate's answer
- Allow the same amount of time for each applicant to answer the question

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- Allow the same amount of time for each applicant to answer the question



Questions

Ontario Soccer recommends that a/the Selection Committee follow a questioning process that proves it can select the applicant who can best do the job from those applicants who cannot. To that end, there are four different types of questions Selection Committees should consider:

- Definitional – e.g., what is the organization’s Code of Conduct?
- Causal – e.g., what happens when a volunteer violates the Code of Conduct?
- Hypothetical – e.g., what would you do if you were accused of violating the Code of Conduct?
- Situational – e.g., Here’s the situation... what would you do? Situational questions should follow a mix of the different question types and aim to solicit responses that allow the Committee to judge an applicant’s:
 - Relevant work-related experiences
 - Relevant formal or informal education
 - Eagerness to work
 - Ability to work with others
 - Integrity
 - Supervision preferences
 - Initiative and judgement
 - Suitability for the position
 - Understanding of the responsibilities
 - Understanding of the organizations Code Of Conduct and Ethics

STEP #6 – REFERENCES

Applicants for high-risk positions must submit a list of references and Member Organizations have the option of requiring applicants in other positions to submit a list of references as well. If references are requested, they should be checked – it is not enough to simply have the list of references. Members of the Selection Committee should follow up with the references of the applicants who are being considered for the position. We recommend a minimum of three references be provided.

Ontario Soccer recommends that the individuals conducting the references check follow certain guidelines when speaking with a reference:

- Identify yourself and your organization
- Verify that you are speaking to the person named as a reference.
- Tell the person that (name of applicant) gave you permission to call for a reference.
- Ask if this time is suitable and indicate how long the conversation will take.
- Explain what the applicant would be doing for your organization and the participant group they would be working with.

Ontario Soccer has provided a more detailed reference check script as **Appendix D**.



STEP #7 – POLICE RECORDS CHECK

Certain positions are required to submit a Police Records Check (PRC) prior to appointment with a Member Organization. The process for obtaining a PRC in Ontario – and the different types of checks – is complex. The Sport Law & Strategy Group [published](#) the following information, which is being reprinted by Ontario Soccer with permission:

The *Police Record Checks Reform Act, 2015* introduced several new measures that clarify the police record check (“PRC”) process in Ontario.

First, and most importantly, the Act describes the three different PRCs that may be obtained:

1. Criminal Record check
2. Criminal Record and Judicial Matters Check
3. Vulnerable Sector Check (“VSC”)

The first two types of PRCs are similar. A criminal record check provides criminal convictions from the Canadian Police Information Centre (“CPIC”) databases, summary convictions for five years, and convictions where a record suspension has been granted under the *Criminal Records Act* or by another act or regulation.

The Criminal Record and Judicial Matters Check provides the above information as well as outstanding charges and warrants, judicial orders, peace bonds, probation and prohibition orders, as well as absolute and conditional discharges.

The VSC is the most comprehensive of the PRCs because it provides all the above information, along with convictions for which a pardon has been granted (when such disclosure is authorized by the *Criminal Records Act*) as well as any non-conviction information authorized for exceptional disclosure by the new *Police Record Checks Reform Act*.

In addition to clarifying the types of PRCs and disclosure requirements, the new Act also clarifies that an individual must consent to a) the PRC, and b) the disclosure of the results of the PRC. The police record check provider that conducts the PRC will only give the results of the PRC to an organization if the individual has been made aware of the results and consented to the disclosure in writing.

VULNERABLE SECTOR CHECK (“VSC”)

In Ontario, the VSC provides “non-conviction information authorized for exceptional disclosure,” which is an important part of the new Act. The police record check provider that is providing the VSC now has the discretion to disclose non-conviction information if that information meets the following criteria:

1. The criminal charge was for one of [these offenses](#);
2. The alleged victim was a child or vulnerable person; and
3. Based on the information, the police record check provider has reasonable grounds to believe



the individual presents a risk of harm to a child or vulnerable person.

In Ontario, a VSC provides the same information as a Criminal Record and Judicial Matters Check with two important additions:

1. Disclosure of convictions for which a pardon has been granted (if such disclosure is permitted by the *Criminal Records Act*); and
2. Authorized non-conviction information, as described above.

The VSC searches the now inactive Pardoned Sex Offender Database. The youngest person on the database was born in February 1986. Therefore, many organizations have been asking individuals to obtain a VSC only once as new individuals are not being added to the database.

A vulnerable person is defined in Section 6.3 of the *Criminal Records Act*, as a person who, because of age, disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them. There are measures in place to ensure people convicted of sexually based offences do not work with the vulnerable sector.

We suggest Member Organizations check with their local Police Department to understand the process for obtaining PRCs. Some departments allow organizations to submit requests on behalf of individuals and some do not. Some departments have no fee or a have a fee specific to non-profit organizations.

With the Vulnerable Sector Check there has most often been a fingerprint requirement with the result that it can take up to 3 months for results, putting an organization at risk during that time while waiting for a response.

Unacceptable Behaviours

Member Organizations may decide that an applicant whose PRC establishes any of the unacceptable behaviours identified by the organization will automatically preclude that applicant from filling a position.

Member Organizations should determine what behaviours they will consider to be unacceptable when reviewing PRCs. Unacceptable behaviours may include, but are not necessarily limited to, the following:

- Sexual Offences
- Violent or threatening behaviour against children or adults
- Conduct against public morals
- Substance or chemical abuse
- Violation of a position of trust including theft or fraud
- Criminal driving offences, including but not limited to impaired driving.



- Any offense of moral turpitude

Convictions

Ontario Soccer recommends that Member Organizations have policies that indicate how the organization will examine PRCs that reveal any criminal code convictions, charges without disposition or police contact. These policies should determine the acceptability of the applicant for position within the organization.

Member Organizations also need to decide how they will handle an applicant's PRC that shows a conviction outside of the specified unacceptable behaviours (cases that fall in the "grey area"). A decision may be made by the Selection Committee that for certain cases that fall in the "grey area" conditions may be placed on the applicant's acceptance. For example, an applicant with a conviction for driving under the influence may not be permitted to drive participants.

An applicant whose PRC reveals a criminal conviction outside of the unacceptable behaviours or police contact may be given the opportunity to discuss the information revealed in their PRC with members of the Selection Committee. The Committee may wish to consider:

- The nature of the offence for which the applicant was convicted (details including how long ago it took place)
- Relevance to the position (is it a requirement of the nature of the position)
- Efforts made at rehabilitation (if any)
- Achievements of the applicant since receiving the conviction
- The character and degree of vulnerability of the participant group served and the organization's duty of care to the participants, to the staff and to the community,
- The potential risks involved in the position the individual is applying for, based on the participants being served, the nature of the position and its activities, the setting in which it takes place, and the way in which it is supervised.

If a decision is made to accept an applicant or if an applicant is not accepted because of the information received from the PRC, the applicant should be told why, and the PRC is returned to the applicant. In either case, both the decision and the discussion should be documented.

Please refer to **Appendix E** for Screening Disclosure Form.

STEP #8 – ORIENTATION AND TRAINING

Alongside assisting the individual with getting adjusted to the culture of the organization and the location of resources, equipment, and materials, Member Organizations must ensure that the individual is familiar with the organization's policies and procedures. At a minimum, an organization should have access to the Ontario Soccer Policies and Procedures which can be found here: [Ontario Soccer Governing Documents](#)



The policies must be provided to the individual and the individual should feel free to ask any questions.

STEP #9 – SUPPORT, SUPERVISION, AND EVALUATION

Ontario Soccer recommends that Member Organizations develop an evaluation process that works within their structure and is communicated to all players, parents and coaches.

Players and parents should be made aware that designated organization representatives may contact them for informal interviews on the performance of team staff. Member Organizations can also use an Evaluation Form that covers topics such as the individual's training and education for future appointment purposes and the individual understands of boundaries and limitations.

STEP #10 – FOLLOW-UP AND FEEDBACK

Following the evaluation step, Member Organizations are encouraged to provide feedback to the individual. Only the final version of recorded notes should be given to the individual – not copies of evaluation forms – and organizations should consider preparing a report for each individual.

Frequency of Police Records Checks

Member Organizations also must decide how often they will require PRCs. Organizations may decide to request PRCs every year, every two years, or may decide that following the initial appointment to a position within an organization which requires PRCs. The Member Organization should reserve the right to request a current PRC if there are reasonable grounds to suspect that the PRC is no longer accurate or the individual's position within the organization changes significantly.



APPENDIX A - OATH OF CONFIDENTIALITY

DECLARATION OF CONFIDENTIALITY AND NON-DISCLOSURE

Name of Recipient: _____ (Hereinafter "Recipient")

Introduction

The Recipient may become exposed to Confidential Information through the course of their involvement with (INSERT NAME OF ORGANIZATION) (the "Organization"). To clearly define the parameters to such disclosure and involvement, the Recipient agrees as follows:

Confidential Information

The Confidential Information to be disclosed by the Organization to the Recipient ("Confidential Information") can be described as and includes:

- a. Information relating to any athlete or group of athletes;
- b. All personnel-related information;
- c. Financial or charitable activities;
- d. Strategic and operational plans; and
- e. The content of all contracts and agreements, such as personal service contracts, and other licensing agreements

Responsibilities

The Recipient will:

- f. Keep in strictest confidence, at all times, all Confidential Information.
- g. Not publish, communicate, divulge or disclose to any unauthorized third party or parties, any Confidential Information, without the prior written consent of the Organization.
- h. Not allow other third parties access to the Confidential Information.
- i. Comply with the requirements of the *Personal Information Protection and Electronic Documents Act*.
- j. Not use the Confidential Information for personal advantage or private speculation.
- k. Limit disclosure of Confidential Information within its own organization to individuals having a need to know.

Ownership and Return of Confidential Information

All Confidential Information shall remain the sole property of the Member Organization. The Recipient shall have no right to (and agrees not to) copy, duplicate or reproduce in any fashion any of the Confidential Information without the organization's prior written consent.

Upon written request by the Member Organization, the Recipient shall promptly return all materials and documents containing Confidential Information and shall ensure that any and all materials and documents prepared in conjunction with or as a result of any Confidential Information shall be destroyed and that the Recipient shall provide the organization with written confirmation of same.

Legal Recourse

The Recipient agrees that in the event of any breach or threatened breach by the Recipient, the Member Organization may terminate the Recipient's involvement with the Organization or any other legal remedies which may be available.



Acknowledgement

The Recipient acknowledges that they have read and understand this Agreement and voluntarily accept the duties and obligations set forth herein.

Dated at _____ this _____ day of _____, 20_____

Print Recipient's Name _____ Recipient's Signature _____



Play. Inspire. Unite.



APPENDIX B - POSITION DESCRIPTIONS

COMPETITIVE DEVELOPMENT TEAM OFFICIALS

POSITION: COMPETITIVE DEVELOPMENT PROGRAM
 RISK LEVEL: HIGH RISK POSITION
 RESPONSIBLE TO: COMPETITIVE DEVELOPMENT PROGRAM CO-ORDINATOR

GOALS:

- Instruction in advanced soccer skills
- Positional play and individual roles on a team
- Competition at a high level of play
- Building and maintaining team chemistry while fostering individual excellence
- Encouraging commitment and self-discipline
- Encouraging self-confidence and individual skill development through creating a positive and safe environment
- Playing for the 'love of the game'

ACTIVITIES:

- Weekly practice & game(s) for players (maximum number of players as set by the Development Matrix or league)
- Tournament/Festival play - travelling and overnight stays
- Upgrading qualifications through coaching certification clinics as mandated by the Ontario Soccer or Organization and the League

RESPONSIBILITIES:

- Establishment of a Coaching staff: Assistant(s), Manager, in accordance with Organization policy
- Team Committees with assigned responsibilities as determined by Coach and facilitated through the Team/Program Manager
- Establish behaviour expectations on part of players
- Extensive knowledge of the Game and player development techniques
- Attendance at Competitive/Development Coaches' meetings
- Participation in all related coaching clinics as established by the Organization
- Familiarity with Organization policies pertaining to Competitive/Development Programs
- Familiarity with the Organization's Code of Conduct
- Background in injury prevention and management
- Adherence to coaching standards as set by the Head Coach

BOUNDARIES/ LIMITATIONS:

- Shall never be alone with a player
- Shall not be responsible for transportation to/from practices/games/tournaments/festivals
- Shall not be responsible for water or snacks
- Shall be a role model - no drugs/alcohol/smoking or abusive language at practices/games/tournaments/festivals
- Shall comply with the Dress Code as defined by the Organization
- Shall adhere to Ontario Soccer and Organization policies
- Shall embrace Organization values, principles, and policies Shall demonstrate the ability to set and maintain standards for players (i.e. respect, self-discipline, fair play)



SKILLS/QUALIFICATIONS/EXPERIENCE:

- As set by Ontario Soccer/Organization and the League/competitions in which the team plays
- Knowledge of all aspects of the Game and player development techniques
- Experience as a player with ability to instruct through demonstration and a variety of teaching styles
- Ability to relate to the Development Stage of the player
- Minimum age requirement – 18yrs

PERSONAL TRAITS/QUALITIES:

- Positive role model for players
- Fair-minded, sportsmanlike approach
- Ability to communicate with players, parents, and officials
- Patience, understanding and a sense of humour
- Ability to exercise good judgement

ORIENTATION TRAINING:

- Maintaining coaching qualifications as established by the Ontario Soccer/Organization/League
- Awareness of personal health issues and safety practices
- Clear understanding of Organization policy regarding Competitive/Development program matters

SUPPORT/SUPERVISION & EVALUATION:

- Organization Head Coach will attend random practices and/or games
- Respond to directives from Competitive/Development Program Coordinator
- Player/ Parent evaluation forms as per Organization policy

MANDATORY ACTIVITIES:

- Clinics as mandated by the Organization
- Weekly practice(s) and game(s)/tournaments/Festivals
- Player evaluation and selection
- Communication with parents

WORKING CONDITIONS:

- Indoors/Outdoors - variety of practice conditions
- Times for practices
- Commitment from approval by Selection Committee to end of season

BENEFITS (VOLUNTEER):

- Working with young people
- Imparting the values of active participation, teamwork, and fair play
- Overseeing the development of players to their potential
- Assisting athletes in trying to be the best that they can be
- Community contribution

SCREENING MEASURES:

- Competitive Development program application form with personal references to be checked
- Interview(s) with Selection Committee
- Mandatory screening requirements, per the Screening Policy
- Documented monitoring by Organization Representative(s)



GRASSROOTS SOCCER TEAM OFFICIALS

POSITION: GRASSROOTS TEAM OFFICIALS (**NON-TRAVELLING**)
 RISK LEVEL: LOW RISK POSITION
 RESPONSIBLE TO: LEAGUE CONVENOR

GOALS:

- Instruction in basic soccer skills
- Active participation
- Introduction of team skills
- Creating a safe and fun environment
- Establish codes of 'fair play' and reinforce values of 'good sport'

ACTIVITIES:

- Weekly practice & game(s) for players
- Coaching in game situations with equal participation
- Others as mandated by the Organization

RESPONSIBILITIES:

- Communication with parents (i.e., practice/ game schedules; half-time snacks;) and Organization Record-keeping - player information (team rosters; medical concerns; injury authorization) on hand for practices and games
- Knowledge of Organization policies re: player safety - heat/weather conditions during practice/ games; field conditions
- Familiarity with guidelines for reporting Child Abuse
- Distribution of player equipment as issued by Organization
- Ensure players are properly outfitted relative to personal safety, and, as required by the Rules of the Games
- Familiarity with Grassroots Soccer rules as issued by the Organization
- Participation in all related orientation and coaching clinics sponsored by the Organization
- Game Leader commitment for at least ½ of each game
- Playing background and/or work with children an asset

BOUNDARIES/ LIMITATIONS:

- Shall never be alone with a player
- Shall not be responsible for transportation to/from practices/games/tournaments/Festivals
- Shall not be responsible for water or snacks
- Shall be a role model - no drugs/alcohol/smoking or abusive language at practices/games/tournaments/Festivals
- Shall comply with the Dress Code as defined by the Organization
- Shall adhere to Ontario Soccer and Organization policies
- Shall embrace Organization values, principles
- Shall demonstrate the ability to set and maintain standards for players (i.e., respect, self-discipline, fair play)

SKILLS/QUALIFICATIONS/EXPERIENCE:

- As required by the Organization
- Minimum age as set by Organization (with coaches under 18 requiring written permission per Organization policy)



PERSONAL TRAITS/QUALITIES:

- Interest in working with young people
- Positive role model
- Fair-minded, sportsmanlike approach
- Ability to communicate with players and parents
- Patience, understanding and a sense of humour

ORIENTATION TRAINING:

- Attending mandatory clinics as established by the Organization
- Awareness of personal health issues and safety practices
- Working in best interests of players and the game of soccer

SUPPORT/ SUPERVISION & EVALUATION:

- Convenor responsibility
- Random calls to parents to monitor coaching

MANDATORY ACTIVITIES:

- Attendance at Clinics/Orientation sessions
- Weekly practice and game
- Communication with parents

WORKING CONDITIONS:

- Indoors/Outdoors - variety of practice conditions
- Appropriateness of weather/field conditions for practices/games
- Times for practices

BENEFITS (VOLUNTEER):

- Working with young people
- Imparting the values of active participation, teamwork, and fair play
- Introducing games skills and rules
- Community contribution

SCREENING MEASURES:

- Completion of a simplified application form
- Informal interview aside from initial group meeting outlining safe practices
- As per Support/Supervision & Evaluation guidelines
- References Optional



APPENDIX C - SAMPLE APPLICATION FORM

SECTION A: Information

Name _____ Tel Home/Cell (____) _____

Address _____

City/Town _____ Province _____

Postal Code _____ Email address _____

Coaching Position Preferred: (Age Group & Gender)

1st Choice _____

2nd Choice _____

3rd Choice _____

Do you have a child currently playing with the Organization? ☐ Yes ☐ No

SECTION B: Coaching Qualifications

N.C.C.P. Number: _____

Ontario Soccer Coach Number: _____

Certification	Date Achieved	Certificate #
Respect In Sport Activity Leader		
Coaching in Canada		
Community Coach Level 1		
Active Start		
Fundamentals		
Learn to Train		
Provincial B, Part 1		



National B, Part II Canada Soccer
National A, Canada Soccer
Making Ethical Decisions
Making Ethical Decisions evaluation
NCCP Rule of Two
Other:

SECTION C: Previous Coaching Experience

If you have coached a team within the past three (3) years, please indicate: (i) Year; (ii) Organization; (iii) Age Division; (iv) the League in which the team played.

Organization: _____
Name Year League

Organization: _____
Name Year League

Organization: _____
Name Year League

SECTION D: Additional Information

1. A resume outlining your qualifications for this coaching position may be attached.

SECTION E: Requirements

1. A current police records check and vulnerable sector check is a requirement of this position. The original copy of such should be available for review at any time.

2. References (3):

Name: _____ Telephone: _____

Email: _____



Name: _____ Telephone: _____

Email: _____

Name: _____ Telephone: _____

Email: _____

3. A Personal Interview

4. Coaching candidates may be required to conduct a practice prior to selection to a coaching position.

I have reviewed and agreed to the role and position (as defined) and have accurately completed this application and understand that the above references may be contacted.

Name (print) _____

Signature _____ Date _____

For Organization use only:

Item	Date Received/completed	Organization Initials
Photocopy of Qualifications		
Police Records Check		
Personal Reference Checks		
Interview:		
Practice session		
Required Documents returned to Applicant		
Resume received		



APPENDIX D - SAMPLE REFERENCE CHECK SCRIPT

Applicant Name: _____

Reference Name	Home/Cell Number	Work Number	Occupation

Interviewed by: _____ Date: _____

*Hello, my name is (your name) and I am calling on behalf of (name of organization). (Name of applicant) has applied to be a volunteer with us doing (job definition). Your name has been provided as a reference. Do you have a few minutes to answer some questions now **OR** would you be willing to be a reference?*

Question	Answer	Interviewer Comments
How long have you known (name of applicant)?		
What is your relationship to (name of applicant)?		
It is important that our volunteers are reliable. Tell me about your experiences with (name of applicant) regarding reliability.		
What are (name of applicant's) strengths and weaknesses regarding working with (indicate specific participant group: age, gender, playing level etc.)		
How would you feel about having (name of applicant) work on a one-to-one basis with your (child)?		
It is important to us that (name of organization's) volunteers are comfortable with being (supervised or can work independently with little or no supervision). What is your experience with (name of applicant's) ability to accept (being supervised or working independently)?		
This volunteer position requires handling many tasks at once and can be stressful at times. How does (name		



of applicant) deal with stressful situations?		
Is there any reason you know of why (name of applicant) would not be able to perform the duties necessary for this volunteer position		
Would you ever consider re-appointing (name of an applicant)?		
Is there anything else you would like to tell me about (name of applicant)?		



APPENDIX E - SCREENING DISCLOSURE FORM

NAME:

First *Middle* *Last*

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street *City*

Province *Postal*

DATE OF BIRTH: _____
Month/Day/Year

CLUB (if applicable): _____ **EMAIL:** _____

Note: Failure to disclose truthful information below may be considered an intentional omission and warrant the loss of responsibilities or other privileges

1. **Do you have a criminal record? If so, please complete the following information for each conviction. If not, please leave this section blank. Attach additional pages as necessary.**

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

2. **Have you ever been disciplined or sanctioned by a sport governing body or by an independent body (e.g., private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position? If so, please complete the following information for each disciplinary action or sanction. If not, please leave this section blank. Attach additional pages as necessary.**

Name of disciplining or sanctioning body: _____



Date of discipline, sanction or dismissal: _____

Reasons for discipline, sanction or dismissal: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

3. **Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? If so, please complete the following information for each pending charge or sanction. If not, please leave this section blank. Attach additional pages as necessary.**

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Name of disciplining or sanctioning body: _____

Further Explanation: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, I consent and authorize the Organization to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Enhanced Police Information Check and/or Vulnerable Sector Check and/or Driver's Abstract (when permitted by law) for the purposes of screening, implementation of the Organization's *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial/Territorial Sport Organizations, Sport Clubs, and other organizations involved in the governance of sport. The Organization does not distribute personal information for commercial purposes.

CERTIFICATION

By signing this document below, I certify that there have been no changes to my criminal record since I last submitted an Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form and/or Driver's Abstract ("Personal Document") to the Organization.

I further certify that there are no outstanding charges and warrants, judicial orders, peace bonds, probation or prohibition orders, or applicable non-conviction information, and there have been no absolute and conditional discharges.



I agree that any Personal Document that I would obtain or submit on the date indicated below would be no different than the last Personal Document that I submitted to the Organization. I understand that if there have been any changes, or if I suspect that there have been any changes, it is my responsibility to obtain and submit a new Personal Document to the Organization's Screening Committee instead of this form.

I recognize that if there have been changes to the results available from any Personal Document and if I submit this form improperly, then I am subject to disciplinary action and/or the removal of my responsibilities or other privileges at the discretion of the Screening Committee.


NAME (print): _____

DATE: _____

SIGNATURE: _____



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7601 Martin Grove Road, Vaughan ON, L4L 9E4
905.264.9390 ontariosoccer.net

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