

# VOLUNTEER SCREENING POLICY

## UNITED DFC

Last Updated: 02/13/2018

### GUIDING PRINCIPLES AND VALUES

The safety and well-being of the United DFC membership, its players, volunteers, and staff.

### POLICY

United DFC is predominantly a youth soccer club. Any volunteer may be asked to assist with youth teams. As such, Club Board Members, Employees, Coaches, Chaperones, and any other volunteer deemed necessary by the Board is required to complete a Criminal Record Check and a Child Abuse Registry Check. This is mandatory, and volunteers who fail to provide the requested checks will unfortunately not be permitted to volunteer.

### PROCEDURE

**Responsibility of Volunteer:** 1. Submission of completed Volunteer Expression of Interest Form. 2. Submission of Criminal Record Check (required every 2 years); or Submission of Military Conduct Sheet (if applicable – required once if no longer active in the military, else required every 2 years). 3. Submission of Child Abuse Registry Check.

**Responsibility of Office Staff:** 1. Obtain Criminal Record Check (see 2. above). 2. Obtain Child Abuse Registry Check (see 3 above). 3. Refer any declared charges or convictions to the Secretary, who will refer the matter to the Board Executive Committee. 4. Update and monitor the Volunteer Screening Database.

### RELATED UNITED DFC DOCUMENTS

- UDFC Volunteer Expression of Interest Form