



Hollandia Soccer Club

Policy Statement | Updated April 2017 |

CPIC and Vulnerable Sector Checks

Hollandia recognizes that the protection of our participants is morally, ethically and legally necessary. While CPIC and Vulnerable sector checks are only part of volunteer screening, they are an important part. At the same time, Hollandia wants to keep individual details in confidence.

Purpose

All Club board members, coaches, assistant coaches, gender representative personnel, chaperones or others acting in a supervisory role are required to provide a CPIC and Vulnerable Sector Check to the Club, at a minimum, every two years. If there is reasonable cause, the President or designate may require an updated check at any time, even before the two years has expired. A scanned copy of this document will be kept in the Club records. The cost of this check will be covered by Hollandia Soccer Club. Checks obtained for other organizations within the last two years will meet the requirement so long as it includes the Vulnerable Sector Check.

Procedures

1. Coaches, assistant coaches and managers will be provided with a letter to obtain a CPIC/Vulnerable Sector Check at the start of season meeting.
2. The coach or manager will identify gender representatives and chaperones that do not have another formal designation within the Club that require CPIC clearance by emailing cpic@hollandiasoccer.com prior to the beginning of the season. These individuals will then be contacted by a Hollandia board member to ensure they receive a letter to obtain a check.
3. Individuals are responsible for going to the appropriate location to have the check completed.
4. If an individual chooses to use the online option to obtain a check, the cost of that process will be carried by the individual and will not be reimbursed by Hollandia.
5. Once the individual has the check, they should scan the document, or take a photo of it, and email it to cpic@hollandiasoccer.com. These scans/photos need to be received prior to the start of the season for which it is required. Received scans/photos will be entered into our database with limited access and will be considered and kept confidential. The date of the scan will be visible to all individuals involved with the Club that have a need to know.
6. If a scan indicates a previous criminal convictions, Hollandia will contact the individual to request further information about the nature and circumstance of the conviction to determine if it relates to an offence that may preclude the individual from volunteering. These offences include:
 - a. Fraud, embezzlement, theft
 - b. Assault on a minor
 - c. Sexual assault, sexual misconduct, sexual exploitation, pornography
 - d. Drug offences
 - e. Criminal harassment
7. If a check indicates a criminal code conviction for a relevant offence, the president of Hollandia and the Executive Director of SSA will be notified.
8. If an individual is denied an opportunity with the Club as a result of their check, they may follow appeal the decision by contacting the president at president@hollandiasoccer.com.