

# Vancouver United Sports Club

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## **Risk Management Policy**

May 21 2015

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Vancouver United Sports Club Risk Management Policy

Table of Contents

PART 1 – PROGRAM MISISON AND ELEMENTS

PART 2 – MESSAGE TO MEMBERSHIP

PART 3 –VANCOUVER UNITED SPORTS CLUB RISK MANAGEMENT POLICY  
RESPONSIBILITIES

PART 4- ADOPTATION OF BC SOCCER YOUTH SAFE PROGRAM

PART 5 – CRIMINAL RECORD CHECK

PART 6 – FORM COMPLETION GUIDE

PART 7 – CRIMINAL RECORD CHECK PROCEDURES

PART 8 – PROCESSING A POSITIVE RESPONSE TO A CRIMINAL RECORD CHECK

PART 9 – CRC COMMITTEE AND RMO

PART 10 - APPEALS

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## PART 1 PROGRAM MISSION AND ELEMENTS:

To promote the health, safety and protection of participants in the game of soccer,

Vancouver City Football Club has adopted the risk management plan in order to exclude from United Sports Club participation in its activities all persons who have been convicted of felonies, crimes of violence, crime against persons.

### VUSC Risk Management Program

- Intends to foster safe environment for every youth who participates in any activity affiliated with Vancouver United Sports Club
- Intends to inform all coaches, trainers, managers, administrators, referees, volunteers, employees, contractors and parents of youth participants of the risks connected with youth programs.
- A complete risk management plan with policies and procedures governing, hiring, training, supervision, investigation and hiring/dismissing of professionals/ administrators and volunteers.
- A criminal record check committee of minimum 5 board of Directors
- A chair of the CRC Committee who will also act in the capacity of the Risk management Officer (RMO) A means of identifying all coaches, managers, administrators, volunteers, employees and any other adults engaging with youth participating in the programs of the club.
- Communication of these guidelines to all involved.
- A mandatory Respect in Sport Certification for all Coaches, managers and trainers from the 2015-16 season start.
- One or more means to perform Criminal Record Checks □ Monitoring the implementation of the above objectives.

### PROGRAM ELEMENTS:

- Monitoring of all club coaches, trainers, managers, administrators and volunteers working with youth participants
- Compliance with BC Soccer Rule 22- Risk Management
- Distribute and communicate the risk management plan to their membership, coaches, managers, administrators, staff and volunteers.
- Promotion of ongoing educational activities to support the risk management program from time to time.

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## PART 2 – MESSAGE TO MEMBERSHIP

Vancouver United Sports Club will appoint a Risk management Committee as well as a Risk management Officer who will chair the risk management committee to manage risk management activities of the club. The club will fully adhere to Rule 22: Risk Management as well as adopt the BC Soccer YOUTH SAFE Program. At a minimum, the program will include for the following:

- Use of CRC for all individual working with youth participants who are involved with the programming of the club
- Identification of a RMO as well as a Risk management Committee
- Clear Risk Management Policy

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## PART 3 – RISK MANAGEMENT RESPOSIBILITITES

The Board of Directors will appoint a Risk Management Committee and the chair of the Committee who will also act as the club's Risk Management Officer with the following assigned responsibilities:

- The Chair and the committee will investigate individual Criminal Record Checks when requested by the Club RMO after it has been determined that there might be a concern due to a positive response to a criminal record check.
- Developing and managing a Risk Management Plan for the Club.
- Providing leadership, information and instructions to all involved with in the club in regards with Risk Management
- Ensure that the safety of all youth who participate in any programs offered by the club.
- Review the Risk Management policy of the club and procedures in April every year.
- Ensure that confidentiality is protected at all times.

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#### PART 4- ADOPTION OF BC SOCCER YOUTH SAFE PROGRAM

Vancouver United Sports Club adopts the BC Soccer YOUTH SAFE Program to ensure that the safety of all youth participating within the club is ensured.

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## PART 5 – CRIMINAL RECORD CHECK

Every individual either volunteer, employee or contractor of Vancouver United Sports Club,

age 19 and over who at any time could be expected in the performance of their duties to:

- be with any minor aged person must have on file the results of a Criminal record Check completed within the previous 36 months from an agency approved by the club.
- Be entrusted to performing financial duties must have on file the results of a criminal record check completed within 36 months from an agency approved by the club.
- Be entrusted to be a board of director must have on file the results of a criminal record check completed within 12 months from an agency approved by the club.

The approve agencies for Criminal Record Checks are:

- RCMP
- Municipal Police Departments
- Mybackcheck.com

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## PART 6 – FORM COMPLETION GUIDE

Vancouver United Sports Club will be responsible for collection of the Criminal Record Checks for its members as per BC Soccer Rule 22. The implementation procedure for collection of CRC is as follow:

### Individuals

- Submit a current Criminal Records Check attention Rick management Officer in a sealed envelope
- Print your name, team name, age group and club on the back of the envelope ☐  
All envelopes to be dropped off at the club house.
- Email is not an acceptable form of Submitting the forms

### Risk Management Officer

- Provide a letter to individuals outlining their role with in the club.
- Request all individuals to provide a Criminal Record Check
- Review each submitted CRC to ensure there are no flags or may or may not exist items.
- Advise the Risk Management Committee of any flags within 24 hours of reviewing them.
- Always keep everything confidential
- Never State names
- Document everything
- Annually report to the club with the number of CRC's completed and how many flags arose and action taken.
- Keep all Criminal record Checks on file until such time as a new one is submitted for the same individual, then the outdated record can be destroyed
- Keep annual record identifying the criminal record check that have been completed



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## PART 7 – CRIMINAL RECORD CHECK PROCEDURES

- A criminal record check will show whether a person has either an outstanding charge or conviction under federal laws.
- The individual can obtain a Criminal Record Check on his/her behalf by contacting the local police department or by going through [www.mybackcheck.com](http://www.mybackcheck.com)
- Applicant refusal to either have their information submitted for a criminal record check or refuses to have a criminal record check done will be immediately relieved of their duties and will not be placed in any club activity.
- If an individual who works with participants is charged with or convicted of a relevant offence after a criminal record check has been completed, the individual must promptly report that to the club's RMO.
- Privacy of all involved will be maintained.
- Adult team coaches who permit youth players from time to time must also clear the Criminal record check

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## PART 8 – PROCESSING A POSITIVE RESPONSE TO A CRIMINAL RECORD CHECK

- If the criminal record check identifies a positive result, then the RMO will contact the individual immediately and informs him/her of the positive result and advise that his/her position within the club has been suspended pending a review.
- Advise the individual to complete a finger print process with the police officer within 7 days of receive notice from the club RMO.
- Within 7 days of receiving the notice the individual must also provide in writing a detail of reasons for the CRC to have a positive response.
- The club Risk management committee will meet and make a decision within 14 days of receiving all the requested information from the involved individual.
- If the Risk management Committee finds through the Criminal Record Check review that the offence is not a risk to the organization and/or the youth participants then the Risk Management Officer will advise the individual that his/her position with in the club has been reinstated. All such individuals must complete a Criminal record check every year.
- If the Risk management Committee finds through the Criminal Record Check review that the offence is a risk to the organization and/or the youth participants as per Appendix B then the Risk Management Officer will advise the individual that his/her services are no longer required with in the club.
- A copy of the CRC and the reason for termination will be send to BC Soccer Risk Management Office.
- Any person terminated as a result of non-clearance of a flagged Criminal Record Check can request the risk management committee to revisit their decision once a pardon has been granted.

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## PART 9 – RISK MANAGMENT COMMITTEE AND RMO

Vancouver United Sports Club will have a risk management committee of minimum 5 members as decided by the board of directors of the club. The Chair of that committee will also act as the Risk management Officer of the Club. The names of the Risk management Committee will be clearly indicated on the club website for the membership's information.

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## PART 10 – APPEALS

Any/all individuals who don't agree with the decision of the Risk management Committee will have a right to appeal to BC Soccer.



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Newton Athletic Park (Head Office)  
Ph. (604) 589-4625  
<http://vancouverunitedsportsclub.com>

Date:

Dear:

Re: Criminal record Check results

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Thank you for taking your time to adhere to BC Soccer Rule 21- Risk management by completing your Criminal record Check.

Upon review of your Criminal record Check it has been reported that a record may or may not exist. In accordance with RCMP CPIC regulations, in order to have a clear understanding of the details found on your criminal record check, we request that you complete a fingerprint process with your police department.

Therefore, please request your police department to complete a fingerprint report. This entails them sending your fingerprints to Ottawa where they need to be processed and analysed by the RCMP. The RCMP will, in turn, provide to you a detail report on any findings.

Once you receive the report, we respectfully request to you to hand that report over directly to Vancouver United Sports Club Risk Management Officer for final review.

If you have any question please feel free to contact the Risk Management officer.

Thank you for your co-operation.

Regards,

Gurvinder Mahil  
Risk Management officer

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## Appendix A

### Guidelines for Risk Management Committee:

- 1- Physical Abuse- If a finger print result shows any sort of physical abuse minor or major the individual will not be allowed to carry on any role within the club from management, director, staff, volunteer, coach, manager and/or any other role within the club.
- 2- Child Abuse ( verbal, physical) - If a finger print result shows any sort of abuse minor or major the individual will not be allowed to carry on any role within the club from management, director, staff, volunteer, coach, manager and/or any other role within the club.
- 3- Theft related- If a finger print result shows any sort of conviction of theft minor or major the individual will not be allowed to carry on any role within the club from management, director, staff, volunteer, coach, manager and/or any other role within the club.
- 4- Driving Under Influence: If a finger print result of a person shows that the person has been convicted of charges related to driving under the influence the person may be, at the discretion of the risk management committee, allowed to carry on their duties within the club as long as they will confirm with the club that they will not drive any individuals including youth other than their family members to or from games, practise, team meeting, team outings, tournaments and/or any other club affiliated events.
- 5- For any/all convictions not mentioned above the decision will be based on the discretion of the risk management committee.