



Voluntary Screening Policy

In Alignment with the Canada Soccer Guide to Safety and Safe Sport Roster Requirements

1. Purpose and Commitment

Bryst Football Academy is committed to creating and maintaining a safe, inclusive, and respectful environment for all participants. In alignment with *Canada Soccer's Safe Sport Roster* and the *Canada Soccer Guide to Safety*, this **Voluntary Screening Policy** outlines procedures for screening individuals who serve the club in a voluntary capacity to ensure the protection, welfare, and well-being of all participants, particularly children, youth, and vulnerable individuals.

The purpose of this policy is to ensure that all volunteers representing Bryst demonstrate integrity, responsibility, and suitability for their roles, thereby upholding the highest standards of safety and ethical conduct.

2. Scope

This policy applies to all individuals who perform voluntary roles within Bryst Football Academy, including but not limited to:

- Team managers and coordinators
- Event and administrative volunteers
- Program assistants and support personnel
- Any individual in a position of trust or authority over participants

3. Guiding Principles

This policy is guided by the following principles consistent with *Canada Soccer's* framework for safe sport:

1. **Duty of Care:** All organizations involved in sport have a legal and moral obligation to take reasonable steps to protect participants from harm.

2. **Transparency and Fairness:** Screening is conducted respectfully, confidentially, and without discrimination.
3. **Proportionality:** The level of screening corresponds to the position's degree of authority, responsibility, and contact with participants.
4. **Prevention through Education:** Volunteers are provided with orientation and training to understand their responsibilities and the importance of maintaining a safe environment.

4. Screening Process

All volunteers are required to participate in Bryst's screening process prior to commencing their duties. The process may include, but is not limited to, the following steps depending on the nature of the volunteer role:

1. Application and Declaration

- Completion of a Volunteer Application Form, outlining experience, relevant skills, and prior involvement in sport or community programs.
- Signing of a *Code of Conduct and Ethics Agreement* acknowledging the club's expectations and standards.

2. Interview and Reference Checks

- Informal interviews or discussions may be conducted to assess suitability.
- References may be requested and verified to confirm character and reliability.

3. Police Record Check (where applicable)

- Volunteers working directly with minors or vulnerable persons are required to complete a *Vulnerable Sector Check (VSC)* or *Enhanced Police Information Check (E-PIC)*.
- Results are reviewed confidentially by the club's *Designated Screening Officer (DSO)* and updated every three years in accordance with *Canada Soccer* requirements.

4. Orientation and Training

- All volunteers must complete orientation and Safe Sport education modules, including *Respect in Sport* and *Understanding the Rule of Two*, prior to assuming responsibilities.

5. Ongoing Monitoring

- The DSO may conduct periodic reviews to ensure screening documents remain current and that volunteers continue to meet standards of conduct.

5. Confidentiality and Record Management

All screening documentation, including police checks and volunteer applications, is handled with strict confidentiality. Records are securely stored, accessible only to the DSO and authorized personnel, and retained in compliance with privacy legislation and *Canada Soccer* record-keeping standards.

6. Refusal, Suspension, or Termination of Volunteer Roles

Bryst reserves the right to refuse, suspend, or terminate a volunteer's engagement if screening results, reference feedback, or conduct are deemed inconsistent with the standards of safety, integrity, and suitability required by *Canada Soccer* and Bryst's Code of Conduct. Volunteers will be informed in writing of any decision and provided an opportunity to respond in accordance with Bryst's *Dispute Resolution Policy*.

7. Compliance and Continuous Improvement

Bryst Football Academy conducts annual reviews of its screening practices to ensure alignment with evolving *Canada Soccer* policies and Safe Sport standards. Feedback from volunteers, staff, and members is considered to improve screening efficiency, fairness, and transparency.

Evidence of compliance includes:

- Current screening records and police checks for all required volunteers.
- Documented training completion.
- Annual policy review and updates; and
- Reporting through the club's Safe Sport Committee to the Board of Directors.

8. Policy Statement

Through this policy, Bryst Football Academy reaffirms its commitment to *Canada Soccer's Safe Sport Roster* and to the ongoing protection and inclusion of all members. Screening of volunteers is not merely a procedural requirement—it is a fundamental safeguard that supports a culture of trust, safety, and accountability in sport.