



Screening Process

CHECKLISTS

Here is a checklist of requirements for screening based on the role:

I – Travelling Team Officials* (Coaches, Managers, Assistants) or Handling Club/Team Funds

<u>Year 1 of Club Service</u>	<u>Years 2, 4, 6 etc of Club Service</u>	<u>Years 3, 5, 7 etc of Club Service</u>
<input type="checkbox"/> Application Form <input type="checkbox"/> Code of Conduct <input type="checkbox"/> Vulnerable Sector Check	<input type="checkbox"/> Code of Conduct <input type="checkbox"/> Screening Declaration	<input type="checkbox"/> Code of Conduct <input type="checkbox"/> Police Information Check

*Travelling Teams are defined as ones that have games outside of our area (e.g. Travel to Barrie, Bradford etc).

II – Non-Travelling Team Officials (Coaches, Managers, Assistants, Leads)

<u>Year 1 of Club Service</u>	<u>Each Subsequent Year of Service</u>
<input type="checkbox"/> Application Form <input type="checkbox"/> Code of Conduct <input type="checkbox"/> Screening Declaration	<input type="checkbox"/> Code of Conduct <input type="checkbox"/> Screening Declaration

III – Club Board of Directors or Executive Committee Members

<u>Each Year of Club Service</u>
<input type="checkbox"/> Conflict of Interest <input type="checkbox"/> Code of Conduct <input type="checkbox"/> Screening Declaration

VULNERABLE SECTOR and POLICE INFORMATION CHECK COMPLETION

1. Vulnerable Sector Check
 - a. Read Entire form.
 - b. Applicant to complete the following section **ONLY** on the Online Form:
 - i. Applicant Information
 - ii. Addresses for the Last Five Years (if applicable)
 - iii. Purpose of Record Check (Place a checkmark in the Volunteer box in this section)
 - c. Print Form.
 - d. Sign and Date in the Release and Discharge section.
 - e. Provide completed original Vulnerable Sector Check form along with Black and White photocopies of one (1) acceptable Photo Identification + one (1) acceptable Non-Photo Identification (as listed below) to a Club Screening Designate.
2. Police Information Check



- a. Read Entire form.
- b. Place a checkmark in the Police Information Check – Level 2 box at the top.
- c. Application to complete the following sections ONLY:
 - i. Applicant Information
 - ii. Addresses for the Last Five Years (if applicable)
 - iii. Purpose of Record Check (Place a checkmark in the Volunteer Work box in this section)
 - iv. Third Party Disclosure (see screenshot below for details to include in this section)
- d. Print Form.
- e. Sign and Date in the Release and Discharge section.
- f. Provide complete original Police Information Check form to a Club Screening Designate.

Third Party Disclosure (if applicable)

I hereby consent to full disclosure, by the OPP to the person(s) listed below, of all police record information. This consent includes the release of records listed at the top of this form. This consent is given pursuant to s.42(b) of the *Freedom of Information and Protection of Privacy Act*.

Last Name	First Name	Middle Initial
Armstrong	Jeff	D
Title Club Screening Officer		
Name of Organization/Agency South Simcoe United FC		

The following are acceptable forms of: **PHOTO IDENTIFICATION**
(NO EXCEPTIONS)

- Driver's License
- BYID (issued by the LCBO)
- Military Employment Card/Family Card
- Canadian Citizenship Card
- Certificate of Indian Status
- Canadian or Foreign Passport (can be expired but only up to 2 years)
- Permanent Residency Card
- PAL – Possession & Acquisition License

The following are acceptable forms of: **NON-PHOTO IDENTIFICATION**
(NO EXCEPTIONS)

- Birth Certificate
- Baptismal Certificate
- Hunting License
- Outdoors Card
- Canadian Blood Donor Card
- Immigration Papers

Last Updated: February 2016