



Lower Island Women's Soccer Association
RISK MANAGEMENT PRACTICE

In accordance with BC Soccer Association Risk Management Rule 22, the Lower Island Women's Soccer Association (LIWSA) is committed to implementing a risk management and criminal record screening process for employees, referees and volunteers (including coaches and managers) age 19 and older, who wish to participate in LIWSA sanctioned activities. Questions regarding practice and procedure should be directed to the LIWSA Risk Management Officer.

1. Every volunteer, employee or referee of the Lower Island Soccer Association ("LIWSA") age 19 and over, who at any time could be expected in the performance of their duties to:
 - i) be with any minor aged person;
 - ii) be entrusted with performing financial duties;
 - iii) be responsible for book keeping or bank account(s) or any other monetary duties;

must have on file the results of a criminal record check completed within the previous 36 months from an agency approved by the LIWSA.

2. Criminal Record Checks must be conducted by one of the following agencies
 - RCMP
 - Municipal Police Departments
 - myBackCheck.com
 - British Columbia government Criminal Records Review Program
3. New employees, referees and volunteers to the LIWSA or its member clubs or those with an expired criminal record check, who are required to complete a criminal record check may not assume their duties until their criminal record check is completed to the satisfaction of the Risk Management Officer.
4. If a volunteer, employee or referee is charged or convicted of a Relevant Offence in the 36 month period after submitting a satisfactory record check that person is required to disclose the incident to the LIWSA Risk Management Officer and provide a new criminal record check to determine if that person is suitable to continue carrying out his or her duties. Failure to disclose will result in the person not being permitted to participate in LIWSA sanctioned activities.
5. Relevant Offences are the relevant offences for those working with children under the *Criminal Records Review Act* (see list at Appendix A)
6. Screening is required once every three years. However, the LIWSA Risk Management Officer may at any time require an individual to participate in additional screening in order to continue to participate in LIWSA sanctioned activities. Additional screening may be required at the discretion of the Risk Management Officer but might be requested if the Risk Management Officer receives report from Crown Counsel about a new relevant charge or conviction, for example.

7. Screening is not required for O30s. Any other teams that do not sign or permit youth players can contact Risk Management for permission to be exempt from screening.
8. Any person who after being given reasonable notice, fails to provide a criminal record check will not be allowed to continue with their designated duties.
9. The LIWSA Risk Management Officer will oversee the screening process by:
 - a. Establishing and maintaining screening policies and procedures
 - b. Making available a letter to present to the screening agencies providing information about the LIWSA and its screening requirements
 - c. Requesting all required individuals to complete/submit a criminal record check.
 - d. Preparing a list of all persons who are required to complete a criminal record check
 - e. Reviewing each submitted criminal record check to ensure there are no “flags” or “may or may not exist” items
 - f. Making a decision about risk on any record checks with flags and may or may not exist items
 - g. Maintaining a file recording the completion dates of satisfactory criminal record checks and criminal record checks outstanding
 - h. Consulting with the Risk Management committee on risk management practice and decisions
 - i. Providing reports to the LIWSA Board
10. On request of the Risk Management Officer, every required person must:
 - a. Submit a criminal record check conducted by an approved agency to the LIWSA Risk Management Officer. Criminal record checks may be submitted to “Risk Management” at the LIWSA mailing address or riskmanagement@liwsa.com
 - b. Individuals may take a copy of the letter provided by the LIWSA to the RCMP or local police agency explaining the screening process (see letter at Appendix B).
 - c. Any costs associated with screening are the responsibility of the individual. The police agency or RCMP may waive the cost of the screening (\$50+) for individuals who bring a copy of the letter provided by the LIWSA (Appendix B).
 - d. Criminal record checks must be submitted by the requested date.
11. If a Criminal Record Check has a flag, the Risk Management Officer may:
 - a. Inform the individual that their criminal record check has been received with a “flags” or “may or may not exist” items
 - b. Advise that in accordance with RCMP Canadian Police Information Centre (CPIC) regulations, in order for the organization to have a clear understanding of the details found on the criminal record check, the organization requests that the person complete a fingerprint process with his or her local Police Detachment and submit the results to the Risk Management Officer
 - c. When the results are submitted, the Risk Management Officer will make a decision as to whether the organization is at risk if the individual continues as an employee, volunteer, or referee
 - d. As part of that process the Risk Management Officer may consult with the Risk Management committee and provide reports to the Board
 - e. The Risk Management Officer will advise the individual of the decision.

12. If the individual disagrees with a decision made by the Risk Management Officer, the individual can put his or her concerns in writing to the LIWSA President who will review the decision and make a final written decision.
13. The LIWSA will keep the process including all documentation confidential.

APPENDIX A: RELEVANT OFFENCES

The following sections of the Criminal Code (Canada) are designated as relevant offences and are reviewed:

- section 151: Sexual Interference;
- section 152: Invitation to Sexual Touching;
- section 153: Sexual Exploitation;
- section 153 (1): Sexual Exploitation of a person with a disability;
- section 155: Incest;
- section 159: Anal Intercourse;
- section 160: Bestiality;
- section 161: Order of Prohibition;
- section 163 (1): Child Pornography;
- section 170: Parent or Guardian Procuring Sexual Activity;
- section 171: Householder Permitting Sexual Activity;
- section 172 (1): Internet Luring;
- section 172: Corrupting Children;
- section 173 (1): Indecent Acts;
- section 173 (2): Exposure;
- section 177: Trespassing at Night;
- section 179: Vagrancy;
- section 212 (1): Procuring a Person for the Purposes of Prostitution;
- section 212 (2): Living Off the avails of child prostitution;
- section 212 (2.1): Living off the avails of prostitution;
- section 212 (4): Attempting to Obtain the Sexual Services of a Child;
- section 215: Duties of Persons to Provide Necessities;
- section 218: Abandoning Child;
- section 220: Causing Death by Criminal Negligence;
- section 221: Causing Bodily Harm by Criminal Negligence;
- section 229: Murder;
- section 235: Punishment for Murder;
- section 236: Punishment for Manslaughter;
- section 237: Punishment for Infanticide;
- section 238: Killing Unborn Child in Act of Birth;
- section 239: Attempt to Commit Murder;
- section 240: Accessory after Fact to Murder;
- section 242: Neglect to Obtain Assistance in Child Birth;
- section 243: Concealing Body of Child;
- section 244: Causing Bodily Harm with Intent;
- section 245: Administering Noxious Thing;
- section 246: Overcoming Resistance to Commission of Offence;
- section 264: Criminal Harassment;
- section 264 (1): Uttering Threats;

- section 266: Assault;
- section 267: Assault with a Weapon or Causing Bodily Harm;
- section 268: Aggravated Assault;
- section 269: Unlawfully Causing Bodily Harm;
- section 271: Sexual Assault;
- section 272: Sexual Assault with a Weapon, Threats to a Third Party or Causing Bodily Harm;
- section 273: Aggravated Sexual Assault;
- section 273 (3): Removal of Child from Canada;
- section 279: Kidnapping/Forcible Confinement;
- section 279 (1): Hostage Taking;
- section 280: Abduction of Person under Sixteen;
- section 281: Abduction of Person under Fourteen;
- section 282: Abduction in Contravention of Custody Order;
- section 283: Abduction;
- section 372: False Messages/Indecent Telephone Calls/Harassing Telephone Calls;
- section 446: Cruelty to animals;
- section 810: Where Injury or Damage Feared;
- section 810 (1): Where Fear of Sexual Offence;
- section 810 (2): Where Fear of Serious Personal Injury offence

The following sections of the Controlled Drugs and Substances Act (Canada) are designated as a relevant offence:

- section 5: Trafficking in substance;
- section 6: Importing and exporting a substance;
- section 7: Production of a substance.

APPENDIX B: CRIMINAL RECORD CHECK LETTER



Lower Island Women's Soccer Association

PO Box 5489 LCD9

Victoria, British Columbia V8R 6S4

www.liwsa.com

Central Saanich Police Department
North Saanich / Sidney RCMP
Oak Bay Police Department
Saanich Police Department
Sooke RCMP
Victoria Police Department
Westshore RCMP
Shawnigan Lake RCMP
Duncan (Cowichan)
RCMP Ladysmith
RCMP Nanaimo RCMP
Saltspring RCMP

Re: Criminal Record Checks for volunteers with the LIWSA

Dear Sir or Madam,

The Lower Island Women's Soccer Association (LIWSA) is a non-profit organization that promotes, organizes, and represents women's soccer of all levels on southern Vancouver Island and Saltspring Island for players ages 17 and up. We have approximately 1,400 members in our Association. In addition, our rules allow teams to call up youth players from the Lower Island Soccer Association to play in the LIWSA.

Because we have youth playing in our league, we require our volunteer board and all coaching and management staff and referees to provide the league with a current a criminal record check every 36 months. Our season runs from September to April each year.

Your assistance in processing the criminal record checks for our volunteers is greatly appreciated. Our volunteers understand that they are to bring two pieces of identification with them, one of these being picture I.D. If you have any questions or concerns, please feel free to contact me at riskmanagement@liwsa.com

Yours sincerely,

Heather Todd
Risk Management Officer
Lower Island Women's Soccer Association