



SCREENING AND HARASSMENT POLICY

Halton Hawks FC – Academy Screening and Harassment Reporting Policy

Harassment in its many forms is unwanted and harmful in any degree, and the Halton Hawks FC – Academy recognizes it has an obligation that it must to take all reasonable measures to care for and protect its participants, including players and officials, from harm.

The HHFCA's Policy towards screening and the reporting of allegations of harassment is summarized as follows:

- The HHFCA shall abide by the OSA Harassment Policy.
- The HHFCA shall implement a screening and monitoring program.
- In the event that a member of the HHFCA wishes to lodge a complaint of harassment, the aggrieved party shall submit the claim in writing to the District Harassment Officer(s).
- The HHFCA shall publish the Screening and Harassment Reporting Policy on the HHFCA Website.

Definitions

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HHFCA

Any official (e.g. coach, manager, referee, non-coaching staff, paid or volunteer),

Member

player (youth) or the player's parent or guardian associated with the HHFCA

Screening

The Halton Hawks FC – Academy fully supports and abides by the OSA Harassment Policy, (available at the OSA web site at www.soccer.on.ca/), which includes the risk assessment and screening of HHFCA officials.

The HHFCA has therefore implemented a screening program focusing on prevention rather than reaction.

The most comprehensive screening shall apply to the high risk officials, typically competitive team coaches and others who might find themselves alone with a youth player. However, all

team officials will ultimately be screened in some form, and screening will be in compliance with OSA policy.

The screening program, while necessary to protect the youth of the HHFCA, is also expected to deter perpetrators from becoming involved in the sport of soccer knowing that such a policy is now in place.

Boundary Limitations

The following Boundary Limitations are also mandated for coaches to provide the highest degree of prevention, with the primary objective being to avoid any youth being left alone with a coach. It should be emphasized that this also helps to protect a coach from any suggestion of misconduct. A coach or team official:

- Shall never be alone with a player;
- Shall not be responsible for transportation to/from practices/games/tournaments;
- Shall not be responsible for water or snacks;
- Shall be a role model while supervising players, or on a HHFCA's premises (i.e. there shall be no drugs, alcohol, smoking or abusive language at practices, games or tournaments);
- Shall ADHERE to OSA and HHFCA policies and Code of Conduct;
- Shall demonstrate the ability to set and maintain standards for players (i.e. respect, self-discipline, fair play, sportsmanship).

Parents must not assume that coaching staff and coaches will provide transportation for any player to or from practices, or games etc. Teams shall where necessary arrange group pick-ups, but transportation remains a parent's or guardian's responsibility.

No one subjected to screening should feel that their integrity is being questioned since the policy is to screen all staff who may find themselves in high risk situations before they are appointed.

Issues arising from a breach of boundary limitations will be referred to the HHFCA Discipline Chair for appropriate action to be taken.

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Risk Assessment

The need to screen an applicant is dictated by the nature of the position and its inherent level of risk. When determining risk several factors are considered such as the participant, the environment, the nature of the activity, the level of supervision and the nature of the relationship. There are three categories of risk; high, medium and low, with varying screening measures applied according to the degree of risk and as outlined below.

High Risk	Medium Risk	Low Risk
<ul style="list-style-type: none"> - Application Form (with references) - Interview by selection committee - References check - Police records check - Evaluation by HHFCA <p>Examples</p> <ul style="list-style-type: none"> - Technical Director and HHFCA Head Coaches - Competitive head coaches and assistant coaches 	<ul style="list-style-type: none"> - Application Form (references are optional) - References check (optional) - Police records check <p>Examples</p> <ul style="list-style-type: none"> - Competitive team managers - House league coaches for U13+ teams 	<ul style="list-style-type: none"> - Application Form (references are optional) - References check (optional) <p>Examples:</p> <ul style="list-style-type: none"> - House league coaches for U2-U12 teams - League conveners - HHFCA officials

Applicants

Applications for HHFCA positions shall be submitted annually except where mandated otherwise in the HHFCA constitution.

Police checks shall be conducted every 3 years, with the cost borne by the HHFCA. The police checks will include criminal investigations checks and the vulnerable sector check (check and disclosure for sexual offences for which a pardon has been granted).

“Unsatisfactory” police checks that reveal a record of violent conduct or convictions of a sexual nature shall cause the application to be rejected. Other convictions shall be reviewed and the application accepted or rejected at the discretion of the screening committee.

Likewise, “unsatisfactory” reference checks may cause the application to be rejected.

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Screening Program

The HHFCA executive shall appoint a Selection Committee on an annual basis, responsible for the appointment and screening of the team officials. The screening shall follow the OSA Screening Handbook available at the OSA web site.

Reference and police checks will only be conducted when an applicant is first accepted to a high or medium risk position.

The following diagram describes the HHFCA's Screening organization and communication and reporting lines for both screening, and for the reporting of any case of harassment.

The screening selection committee will consist of at least three persons including one non-executive member with Human Resources experience. The HHFCA Screening and Harassment Officer will be identified on the website each year together with his/her contact info.

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Confidentiality

Refer to the HHFCA Confidentiality Policy.

Reporting Harassment

If any member believes that there is a case of harassment then that member shall first report the case to the team manager, coach or league convener, or if not available or applicable directly to the HHFCA Discipline Chair. The team manager shall discuss the matter with the HHFCA Discipline Chair. The Discipline Chair shall then take the appropriate action. The first step by the member shall in any case be first to remove the individual from the risk of any further harm.