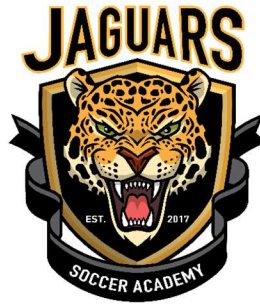


Oakville Jaguars



Soccer Academy Inc

OAKVILLE JAGUARS SOCCER ACADEMY (OJSA)

Recruitment and Screening Policy

***Aligned with Canada Soccer Safe Sport, Ontario Soccer, Club Licensing Standards,
and the Responsible Coaching Movement***

1. Purpose

Oakville Jaguars Soccer Academy (OJSA) is committed to providing a safe, inclusive, and positive environment for all participants. The purpose of this Recruitment and Screening Policy is to ensure that every individual working or volunteering with children and youth is appropriately recruited, screened, trained, and supervised.

OJSA recognizes that effective screening is one of the most important measures for preventing abuse, misconduct, and inappropriate behaviour. Screening is an ongoing process that begins with recruitment and continues throughout an individual's involvement with the Academy.

This policy aligns with:

- Canada Soccer Safe Sport Framework
- Canada Soccer Screening Policy
- Ontario Soccer Operational Procedures
- Canada Soccer Club Licensing Program
- Responsible Coaching Movement (RCM)
- Ontario Human Rights Code
- Ontario Occupational Health and Safety Act
- Ontario Child, Youth and Family Services Act (CYFSA)

2. Scope

This policy applies to all individuals representing OJSA, including:

- Board Members
- Coaches
- Assistant Coaches
- Technical Staff
- Team Managers
- Referees appointed by OJSA
- Volunteers
- Camp Staff
- Program Coordinators
- Employees
- Contractors
- Student Placements
- Anyone working directly or indirectly with participants

3. Guiding Principles

OJSA believes that:

- Every child has the right to participate in a safe environment.
- Screening protects both participants and adults.
- Recruitment should be fair, transparent, and merit based.
- Screening is proportional to the level of risk associated with each role.
- Safe Sport is everyone's responsibility.

4. Recruitment Principles

OJSA will recruit individuals who demonstrate:

- Integrity
- Respect
- Professionalism
- Commitment to athlete development
- Positive character
- Alignment with OJSA values
- Commitment to Safe Sport

Recruitment decisions will consider both technical qualifications and personal suitability for working with children.

5. Recruitment Process

All recruitment will follow a standardized process.

Step 1 – Position Identification

OJSA identifies:

- Responsibilities
- Required qualifications
- Required certifications
- Screening level
- Reporting relationships
- Supervision requirements

Step 2 – Position Advertisement

Positions may be advertised through:

- OJSA Website
- Ontario Soccer
- Canada Soccer
- Local soccer organizations
- Educational institutions
- Community organizations
- Professional coaching networks

Advertisements will include:

- Position description
- Required qualifications
- Safe Sport expectations
- Screening requirements
- Criminal record screening requirements

Step 3 – Application

Applicants must complete:

- Employment or volunteer application
- Resume (where applicable)
- Coaching history
- Certifications
- References
- Declaration of previous discipline or criminal findings where legally permitted

Step 4 – Interview

Interviews assess:

- Coaching philosophy
- Child-centred approach
- Safe Sport knowledge
- Communication skills
- Leadership
- Professional conduct
- Conflict management
- Experience working with children

Behavioural interview questions are encouraged.

Step 5 – Reference Checks

OJSA will normally obtain a minimum of two references.

References may include:

- Previous employers
- Club administrators
- Technical Directors
- School administrators
- Volunteer supervisors

Reference discussions may include:

- Professional conduct
- Reliability
- Child safety
- Teamwork
- Communication
- Concerns related to participant welfare

Step 6 – Screening

Applicants must complete the screening required for their position before beginning duties.

6. Screening Requirements

Screening requirements are based on the level of contact with participants.

Role	Screening Requirements
Board Members	Police Record Check, Safe Sport Training, Respect in Sport
Technical Director	Vulnerable Sector Check (VSC), Safe Sport Training, Respect in Sport, NCCP requirements

Role	Screening Requirements
Coaches	VSC, Safe Sport Training, Respect in Sport, applicable NCCP certification
Assistant Coaches	VSC, Safe Sport Training, Respect in Sport
Team Managers	VSC, Respect in Sport
Volunteers with Direct Athlete Contact	VSC where required, Safe Sport orientation
Administrative Staff (No Athlete Contact)	Screening appropriate to role

OJSA reserves the right to require additional screening when appropriate.

7. Criminal Record Screening

Where required, individuals must provide:

- Vulnerable Sector Check (VSC)
- Police Record Check
- Criminal Record and Judicial Matters Check

Screening must:

- meet Ontario Soccer requirements
- comply with Canada Soccer Screening Policy
- remain valid according to governing body requirements

Failure to provide required screening may result in removal from duties.

8. Training Requirements

Before assuming duties, applicable personnel must complete:

- Canada Soccer Safe Sport Training
- Respect in Sport Activity Leader Program
- Rule of Two education
- OJSA Child Protection Orientation
- Emergency Action Plan Orientation
- Concussion Awareness (where applicable)

Training records shall be maintained by OJSA.

9. Screening Renewal

Screening is not a one-time event.

OJSA requires individuals to:

- renew criminal record checks according to Ontario Soccer requirements
- complete annual declarations when required

- update certifications before expiry
- report any changes affecting eligibility immediately

10. Duty to Self-Report

Individuals must immediately report any:

- criminal charge
- criminal conviction
- child protection investigation
- professional discipline
- Safe Sport sanction
- Ontario Soccer or Canada Soccer disciplinary action

Failure to disclose may result in disciplinary action.

11. Probationary Period

New employees and coaches may be subject to a probationary period.

During probation OJSA may evaluate:

- professionalism
- interaction with athletes
- adherence to Safe Sport principles
- communication
- attendance
- coaching effectiveness
- compliance with academy policies

12. Supervision

All newly recruited personnel shall receive appropriate supervision.

Supervision may include:

- field observations
- mentoring
- coaching evaluations
- athlete feedback
- parent feedback
- periodic performance reviews

13. Confidentiality

Screening information shall remain confidential.

Only authorized personnel may access:

- criminal record information
- interview notes
- references
- personnel files
- disciplinary records

OJSA will comply with applicable privacy legislation.

14. Record Keeping

OJSA shall securely maintain records including:

- applications
- interview notes
- references
- certifications
- screening documentation
- annual declarations
- training records

Records shall be retained according to applicable legal and organizational requirements.

15. Disqualification

OJSA may refuse or terminate appointments where an individual:

- fails required screening
- provides false information
- refuses to complete screening
- poses an unacceptable risk to participants
- violates Safe Sport policies
- breaches the Code of Conduct

Each situation will be assessed individually and fairly.

16. Appeals

Individuals may request a review of recruitment or screening decisions.

Appeals shall follow:

- OJSA Complaint and Dispute Resolution Policy
- Ontario Soccer procedures where applicable
- Canada Soccer policies where jurisdiction applies

17. Responsibilities

Board of Directors

- Approve and oversee this policy.
- Ensure adequate resources for screening and Safe Sport compliance.

Executive Director / Technical Director

- Implement recruitment procedures.
- Verify qualifications and certifications.
- Ensure ongoing compliance with screening requirements.

Safe Sport Officer

- Monitor screening compliance.
- Maintain confidential screening records.
- Support education and reporting obligations.

Coaches and Volunteers

- Complete all required screening and training.
- Report changes affecting eligibility.
- Comply with OJSA Safe Sport policies.

18. Policy Review

This policy will be reviewed annually or whenever updates are made to:

- Canada Soccer Safe Sport Framework
- Canada Soccer Screening Policy
- Ontario Soccer operational requirements
- Club Licensing Standards
- Applicable legislation

19. Commitment Statement

Oakville Jaguars Soccer Academy is committed to recruiting qualified, ethical, and responsible individuals who place the safety, well-being, and development of children first. Through comprehensive recruitment, screening, education, and ongoing supervision, OJSA strives to create a culture of trust, accountability, and excellence that reflects the highest standards of Safe Sport and child protection.