



EDMONTON SOUTHWEST UNITED

soccer club | established 1982

POLICY ADM-25-01 | VULNERABLE SECTOR POLICE INFORMATION CHECK

Approved July 6, 2025

Review on July 6, 2026 or before, as required

Policy Purpose

The purpose of this policy is to protect the safety and wellbeing of Edmonton Southwest United SC's ("SWU") youth athletes by ensuring all reasonable measures are taken to identify individuals whose history or behaviour may present a risk of harm to minors. This includes implementing screening processes to detect patterns of behaviour that could compromise the safety of vulnerable persons.

Policy Scope

This policy applies to all individuals in positions of trust or authority who work directly with children under the age of 18, including:

- Team Officials (e.g., head coaches, assistant coaches, trainers, team attendants, managers)
- Club Officials (e.g., technical coaches, club administrators, board members)

Policy Statement

SWU is committed to providing a safe, inclusive, and supportive environment for youth athletes. The Club has a duty of care to take all reasonable steps to ensure that individuals working directly with youth do not pose a risk to their safety or wellbeing.

All individuals in positions of trust with youth athletes are required to complete a Vulnerable Sector Police Information Check prior to commencing their role with the Club, and every three (3) years thereafter.

The Vulnerable Sector Police Information Check includes:

- A review of local police records to identify any patterns of behaviour that may indicate a risk to vulnerable persons.
- A check for record suspensions (formerly pardons) related to sexual offences.

Non-compliance with this policy will result in the individual being prohibited from working directly with youth athletes.

Procedures and Requirements

- Initial and Ongoing Checks
 - All new coaches, assistant coaches, trainers, attendants, team managers, and technical coaches must complete a Vulnerable Sector Police Information Check from Edmonton Police Services or the RCMP prior to the start of their first season.
 - All existing team and club officials, including administrators and board members, must renew their Vulnerable Sector Police Information Check every three (3) years.



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Procedures and Requirements *(continued)*

- Cost and Reimbursement
 - The Club will reimburse the cost of the Vulnerable Sector Police Information Check upon submission of the completed results.
- Confidentiality and Record Keeping
 - The results of the Vulnerable Sector Police Information Check will be kept strictly confidential and accessible only to the Club President, Club Registrar, and Executive Director (if applicable).
 - The Club Registrar will maintain a secure record of individuals who have completed the check, including the date of completion and outcome. Any follow-up actions or outcomes will be documented in confidence.
- Fingerprinting Requirements
 - In cases where fingerprinting is required (e.g., name or demographic matches with a pardoned sex offender), the individual must comply to positively confirm their identity. These results will be treated with strict confidentiality.
- Renewal Notifications
 - The Club Registrar will notify individuals at least two (2) months before their Vulnerable Sector Police Information Check is due to expire. It is the individual's responsibility to complete their renewal prior to the expiry date. Failure to comply may result in temporary removal from their position until the check is completed.

Handling Non-Clear Results

- If an individual is not cleared by the Vulnerable Sector Police Information Check, the matter will be reviewed by the Club President, Club Registrar, and Executive Director (if applicable). The review will consider:
 - The nature and severity of the offence or concern
 - The time elapsed since the incident
 - The potential risk to youth athletes

The guiding principle will be the protection and wellbeing of SWU's youth athletes.

- If the initial review determines the offence or concern presents a potential risk to youth athletes, the case will be referred to the SWU Board of Directors for final review. The Board will assess the matter and make a final, non-appealable decision regarding the individual's eligibility to hold a position of trust or authority within the Club.

Commitment to Athlete Safety

SWU is committed to fostering a safe environment where youth athletes can thrive. This policy reflects the Club's unwavering priority to safeguard minors by ensuring that those in positions of influence are appropriately screened, and that risks are managed transparently and effectively.