JOINT VULNERABLE SECTOR CHECK AND OFFENCE DECLARATION POLICY

Dorchester Soccer Club (DSC) and Thames Centre Minor Soccer (TCMS)

Effective Date	October 26, 2026
Last Reviewed	November 5, 2026
Approval	Approved by the Boards of Directors of Dorchester Soccer Club and Thames Centre Minor Soccer

1. Purpose

This policy establishes screening requirements and instructions for obtaining and maintaining a Vulnerable Sector Check (VSC) to help provide a safe environment for all participants.

2. Individuals Required to Obtain a VSC

All individuals eighteen (18) years of age or older serving on behalf of the Organizations in a position of trust, authority, supervision, or responsibility must obtain and maintain a current VSC before commencing duties. This includes coaches, assistant coaches, managers, trainers, team officials, board members where required, event volunteers, tournament volunteers, camp volunteers, and any other designated volunteer or official. Individuals under 18 are exempt unless otherwise required.

3. How to Obtain and Submit a VSC

a. Download and complete the Organizations' VSC Letter Template using their legal name.
b. Apply for a Vulnerable Sector Check through the appropriate police service:
    - Individuals residing in an Ontario Provincial Police (OPP) jurisdiction, including Thames Centre, may apply online through the OPP
    - Individuals residing in municipalities served by a local police service (e.g., London, Woodstock, St. Thomas) must apply through their local police service.
c. Submit the completed Vulnerable Sector Check by uploading document here

No individual subject to this policy may begin or continue duties until the required screening documentation has been submitted and approved.

Individuals are responsible for any fees associated with obtaining a Vulnerable Sector Check. The Organizations do not reimburse screening-related costs.

4. Vulnerable Sector Checks and Offence Declarations

A Vulnerable Sector Check (VSC) shall be considered valid for **three (3) years from the date of search**.

During the three-year validity period, individuals must submit an annual Offence Declaration whenever their VSC is more than one (1) year old, confirming that there have been no relevant changes to their criminal record since the VSC was issued.

Before the expiry of the three-year validity period, the individual must obtain and submit a new VSC to maintain eligibility for their role.

Failure to submit a required Offence Declaration or renewed Vulnerable Sector Check may result in suspension from duties until compliance is achieved.

5. How to Obtain and Submit an Offence Declaration

a. Download and complete the annual Offence Declaration
b. Submit the completed Vulnerable Sector Check by uploading document here

6. Privacy and Record Retention

The Organizations will maintain Vulnerable Sector Check and Offence Declaration records in a secure and confidential manner.

Vulnerable Sector Check records will be retained for three (3) years from the date received by the Organizations. Access shall be limited to individuals authorized to administer this policy.

7. Non-Compliance

Failure to comply with this policy may result in suspension, removal from activities or events, ineligibility to serve in a designated role, or other corrective action deemed appropriate by the Board.

8. Administration

The Board of Directors may interpret and administer this policy and may require a VSC from any individual whose role is determined to present a risk or involve a position of trust.

Questions regarding this policy may be directed to:

Dorchester Soccer Club: dorchesterscsecretary@gmail.com
Thames Centre Minor Soccer: secretarytcminorsoccer@gmail.com