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Statement of Intent

The Responsible Coaching Movement (RCM) is a call to action to keep sport healthy and safe by addressing the important role of coaches in dealing with issues relating to the health and safety of athletes, both on and off the field of play. A multi-phase system-wide movement, coordinated by the Coaching Association of Canada and the Canadian Centre for Ethics in Sport, the RCM has the potential to affect all sport organizations, coaches, and the participants in their care. The RCM is a call to action for organizations to implement realistic change based on their individual state of readiness.¹

North York Academy is proud to sign the Responsible Coaching Movement pledge, a program coordinated by the Coaching Association of Canada (CAC) and the Canadian Centre for Ethics in Sport (CCES) North York Academy has already been in the process of implementing processes, procedures, and policies regarding the responsible coaching movement pledge.

This includes but not limited to:

- The Rule of Two Policy,
- Background Screening Policy and Procedure

¹ Coaching Association of Canada - Three Steps to Responsible Coaching
<https://coach.ca>

- Respect and Ethics Training.

The academy understands that these items include not only policy but also procedure and it is very important to review these policies and procedures to improve. The academy is currently working on implementing these policies and procedures to better protect our players, volunteers, and personnel.

- All three steps are implemented in the academy recruitment process where new hires are required to read and acknowledge the Rule of Two Policy, complete the Background Screening process and complete Respect in Sport Activity Leader (Respect Group Inc.) as well as Make Ethical Decisions (NCCP) online modules.
- Only upon successful completion of these requirements new hires are permitted to start working with minors.

I, Bryan Cerqueira, am the sole owner/operator of North York Academy and I have sole responsibility and control over the operation of the club and I am dedicated to overseeing the implementation of the outlined policies and procedures. If there are any questions on the process or the safety of our membership please forward any questions or concerns to info@northyorkfc.com.

B. Cerqueira
 Bryan Cerqueira
 Owner/Operator North York Academy

Rule of Two Policy

The goal of the Rule of Two is to ensure all interactions and communications are open, observable, and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. There may be exceptions in emergency situations.²

The following diagram depicts the “staircase approach” to the Rule of Two. **While the Gold Standard is the preferred environment, it is not expected that it will be reached at all times.** The alternatives presented, although increasing risk, are acceptable and would be considered to be in alignment with the Rule of Two. The one-on-one interaction between a coach and an athlete without another individual present, as depicted at the lowest stair in the diagram, is to be avoided in all circumstances.³

The Rule of Two states that there will always be two screened and NCCP trained or certified coaches with an athlete, especially a minor athlete, when in a potentially vulnerable situation.

RULE OF TWO

The goal of the **Rule of Two** is to ensure all interactions and communications are open, observable and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. There may be exceptions for emergency situations.



GOOD RULE OF TWO IMPLEMENTATION PRACTICES

- The coach is never alone and out of sight with a participant without another screened coach or screened adult (parent or volunteer) present.
- Allow training environment to be open to observation.
- Ensure a participant rides in a coach's vehicle with another adult present.
- Consider the gender of the participant(s) when selecting the screened coaches and volunteers who are present.
- Eliminate one-to-one electronic messaging. Ensure that all communications are sent to the group and/or include parents.

Learn more: coach.ca/responsiblecoaching



² Coaching Association of Canada - Three Steps to Responsible Coaching <https://coach.ca>

³ Canada Soccer – Guide to Safety

- This means that any one – on–one interaction between a coach and an athlete must take place within earshot and view of the second coach, with the exception of medical emergencies.
- In the event where screened and NCCP trained or certified coaches are not available, a screened volunteer, parent, or adult can be recruited.
- In all instances, one coach/volunteer must reflect the genders of the athletes participating or be of an appropriate identity in relation to the athlete(s).

Figure 1: Coaching Association of Canada - Three Steps to Responsible Coaching

Examples of the Rule of Two policy implementation:

- Ensure a coach is never alone and out of sight with a participant without another screened coach or screened adult (parent or volunteer) present during practices, games, team meetings, feedback sessions, etc.
- Allow the training environment to be open to observation.
- Ensure a participant rides in a coach's vehicle with another adult present.
- Consider the gender of the participant(s) when selecting the screened coaches and volunteers present.
- Eliminate one-to-one electronic messaging. Ensure that all communications are sent to the group and/or include parents.
- The Rule of Two should continue to apply to all minor athletes in the virtual environment during the COVID-19 pandemic (additionally, for those athletes under age 16, a parent or guardian should be present during the session where possible)
- Parents/guardians should be required to consent to virtual sessions prior to each session, if irregularly scheduled, or prior to the first session if there is a series of regularly scheduled sessions

Background Screening Policy and Procedure

All North York Academy employees and volunteers must complete an initial Criminal Record Check (CRC) and Vulnerable Sector Check (VSC) or an Enhanced Police Information Check (E–PIC). **As it is outdated as soon as it is issued, it is important that the academy coaches, team personnel, staff, and volunteers renew their E–PIC or CRC every 3 years.**

Screening Review Criteria

A satisfactory CRC/E–PIC is either:

- confirmation from the police or third–party provider that no criminal records and / or charges exist
- or that any existing convictions and / or charges are not relevant to the position.

In determining whether any convictions and / or charges are relevant to the position, the academy may gather information by means which may include, without limitation, a telephone or personal interview with the individual and / or other persons or agencies. The academy, in making the final decision, will consider the following:

- a. Relationship of the offence(s) to the nature of the position;
- b. Number and nature of the charges and/or convictions;
- c. When the offence(s) occurred; and
- d. What the individual has done since the date of the offence.

If, after the review, the academy determines that the individual poses a risk and is not an appropriate candidate for the position, the academy should immediately notify the individual in writing as to their status with the academy. The academy

will not necessarily refuse a position to an individual because he or she has been charged with or convicted of an offence of a type which does not pose a risk to its members, considering the duties of the position the person is seeking to occupy.⁴

Relevant Offences

The following is a list of non-exhaustive examples that are considered to be relevant offences:

- a. Any offence involving the possession, distribution, or sale of any child-related pornography
- b. Any sexual offence
- c. Any offence involving theft or fraud
- d. Any offence for trafficking and/or possession of drugs and/or narcotics
- e. Any offence involving conduct against public morals
- f. Any crime of violence including but not limited to, all forms of assault
- g. Any offence involving a minor or minors
- h. In the event that the position requires the transportation of others, any offence involving the use of a motor vehicle, including but not limited to impaired driving Criminal Convictions

A conviction for any of the following Criminal Code offences (non-exhaustive list) could result in removal from designated positions, competitions, programs, activities and events:

- a. Any offence of physical or psychological violence
- b. Any crime of violence including but not limited to, all forms of assault
- c. Any offence involving trafficking of illegal drugs
- d. Any offence involving the possession, distribution, or sale of any child-related pornography
- e. Any sexual offence
- f. Any offence involving theft or fraud

Sterling MyBackCheck Procedure

North York Academy established a partnership with Sterling Talent Solutions, a well-known Human Resources screening services company, referred to in the sport industry as “Sterling Backcheck”. SterlingBackcheck is Canada’s leading and most trusted pre-employment background screening company. Sterling Backcheck is providing volunteer and staff screening services for the academy and is a current partner of Canada Soccer and Ontario Soccer.

The academy requires that coaches, team personnel, staff, and volunteers complete and renew their Enhanced Police Information Check (E-PIC) through the Sterling Backcheck online process (educational video that outlines steps can be found [here](#)):

1. The academy requested an applicant to complete their Criminal Record Check through myBackCheck.com. Individuals who already have a myBackCheck.com account will have the opportunity to share their results with the academy, even if they were initially asked to obtain the check through another organization.
2. Applicant goes to the North York Academy [Sterling Backcheck landing page](https://pages.sterlingbackcheck.ca/landing-pages/n/northyorkfc/) (https://pages.sterlingbackcheck.ca/landing-pages/n/northyorkfc/)
3. Applicant provides personal information and consent online. They also provide details of any criminal records they possess. Sterling Backcheck system confirms or denies any criminal record information admitted to by the

⁴ Canada Soccer – Guide to Safety

applicant. SterlingBackcheck protects all of your applicant’s personal information using bank-grade data security. Searches are based on CPIC, the national repository for Criminal Records in Canada, which is maintained by the RCMP.

4. Applicant is asked four credit related questions designed to verify that they are who they say they are. Canada Post ID verification and Hiring Manager ID verification are also available. (If the applicant fails the electronic ID verification they revert to either Canada Post ID verification or Hiring Manager ID verification).
5. The application is submitted to the Police who conduct the check
6. Results are securely delivered to both North York Academy and to the applicant
7. Results are guaranteed within one business day.

Respect and Ethics Training Policy and Procedure

Ethics training prepares coaches to effectively handle situations that arise from ethical dilemmas or even legal challenges that concern individuals, teams, and their sports organizations. Ethics training includes the [NCCP Make Ethical Decisions \(MED\)](#) module within the [National Coaching Certification Program](#) (NCCP), as well as training in abuse and harassment prevention, such as [Respect in Sport](#).

Successfully completing the NCCP Make Ethical Decisions (MED) training equips coaches to handle ethical situations with confidence and surety. NCCP Make Ethical Decisions training helps coaches identify the legal, ethical, and moral implications of difficult situations that present themselves in the world of team and individual sport. [Respect in Sport](#) training empowers coaches and parents to recognize and prevent bullying, abuse, harassment and discrimination (BAHD). There are two ways to complete ethics training:

1. **In-class workshop:** To participate in an in-class NCCP Make Ethical Decisions module, please contact your local [Provincial/Territorial Coaching Representative](#).
2. **Home study:** Some provinces and territories offer the NCCP Make Ethical Decisions module through home study. Please contact your local [Provincial/Territorial Coaching Representative](#) for more information.

[Respect in Sport](#), and [Commit to Kids](#) training is also delivered through interactive, online home-study.⁵

Ethics Training Requirements

Players’ Age Group	Coaching Certification Required	Course Prerequisites
U4-U5	Active Start	<ul style="list-style-type: none"> • Respect in Sport • Making Ethical Decisions
U6-U8 Female U6-U9 Male	FUNDamentals	<ul style="list-style-type: none"> • Respect in Sport • Making Ethical Decisions
U9-U12	Learn To Train	<ul style="list-style-type: none"> • Respect in Sport • Making Ethical Decisions • Making Head Way in Soccer

⁵ Coaching Association of Canada - Three Steps to Responsible Coaching
<https://coach.ca>

U13+	Soccer For Life	<ul style="list-style-type: none"> • Respect in Sport • Making Ethical Decisions • Making Head Way in Soccer
U13+	C Licence	<ul style="list-style-type: none"> • Make Ethical Decisions (MED) Course + MED Online Evaluation • Respect in Sport Online Module • Making Headway in Soccer Online Module