



Procedure Certificate of Conduct (VOG)



Madese Boys

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1. Preface

Madese Boys wants to be a safe club for all our members. The board therefore makes a Certificate of Conduct (Verklaring Omtrent Gedrag = VOG) **mandatory for certain volunteers / employees. Minors and volunteers must also apply for a VOG.**

The VOG policy is stimulated by the KNVB, the NOC*NSF and the Centre for Safe Sport in the Netherlands.

This document describes the procedure for applying for and processing the Certificate of Conduct (VOG) and any sanctions.

<https://www.government.nl/topics/identification-documents/question-and-answer/how-do-i-apply-for-a-certificate-of-conduct-vog>

NB For the sake of readability, we refer to leaders, trainers, volunteers, employees, etc. throughout the document. Of course we also mean the leader, trainer, volunteers, co-workers, etc



2. What is a VOG?

A Certificate of Conduct (VOG) is a statement from the Ministry of Justice and Security (Justis) showing that a person's past conduct does not constitute an objection to the requested purpose. For example, working with vulnerable groups or working with funds at a sports club.

3. Why is a VOG important?

Madese Boys believes it is important that everyone, especially vulnerable groups, can play sports in a safe environment. As a sports club, it is our job to provide that safe environment.

Having a VOG by every volunteer/employee who works with vulnerable groups is one of the ways to ensure a safe environment.

4. Why a Certificate of Conduct?

Making a VOG mandatory provides more certainty about the past of, for example, (new) trainers, leaders or caretakers. It reduces the chance that people who have previously made mistakes with vulnerable groups will be able to hold a position at the sports club. By requiring a VOG from everyone who comes into contact with vulnerable groups in his/her job, the association shows that it takes the safety of its members seriously.

Unfortunately, abuse can never be 100% prevented and asking volunteers/employees and paid staff to have a VOG is only one of the measures to prevent sexual harassment and other transgressive behaviour.

5. Measures

What measures has Madese Boys taken:

1. Making it mandatory for persons who fulfil a task or function within the association that can come into contact with the vulnerable groups and/or work with financial resources.
2. Appointing a Confidential Contact Persons M/F (VCP).
3. Drawing attention to the general rules of conduct, including undesirable behavior with a (sexually) intimidating or transgressive character. This includes bullying and harassment.
4. The elaboration of existing general rules of conduct, the values and norms of the association and making agreements about this.



6. Who has to submit a VOG?

The board of Madese Boys endorses the importance of a VOG. We ask all volunteers/employees, who have direct or indirect contact with vulnerable people and/or work with funds, to submit a Certificate of Conduct.

This has been established for the following positions or roles:

Functions/Roles:	Screening profile	
	Obligatory	Additional
• (Youth) trainers and/or coaches	84 – 85	
• Coordinators	84 – 85	
• Caregivers, physiotherapists, first aiders	84 – 85	
• Accommodation manager	84 – 85	
• Clubhouse manager	84 – 85	21
• Board members	84 – 85	11-12-13-21-22-41-53-71
• Membership administrator	84 – 85	11-12
• VOG-coordinator	84 – 85	12
• Confidential contact person VCP	84 – 85	12
• All other volunteers/employees who work directly with or come into contact with vulnerable groups.	84 – 85	

Volunteers/employees who change positions within the association and therefore fulfill one of the above functions, must also submit a VOG.

If a volunteer/employee has already issued a Certificate of Conduct with the correct screening profile for the position, there is no need to apply for a new Certificate of Conduct, unless the validity period has expired.

General screening profiles:

Information

- 11) *Being authorized to consult and/or process data in computer systems*
- 12) *Handling sensitive/confidential information*
- 13) *Having knowledge of security systems, control mechanisms and verification processes*

Money

- 21) *Handling cash, transferable money and/or (digital) securities*
- 22) *Having budgetary authority*

Services

- 41) *Providing services (advice, security, cleaning, catering, maintenance, etc.)*

Business Transactions

- 53) *Making decisions on offers (conducting negotiations and concluding contracts) and awarding contracts*

Managing the organization (or part of it)

- 71) *Managing people and/or (part of) an organisation*

Persons

- 84) *Being responsible for the care of minor*
- 85) *Being responsible for the care of persons requiring assistance such as the aged and the disabled*

7. Step-by-step plan

1. Every volunteer/employee who is going to perform or perform a specific function for the association is requested to cooperate in obtaining or renewing a VOG.
2. The first request for the VOG will be made by the association, by the VOG coordinator. There is no cost to the applicant. During the application you will be asked how you would like to receive the Certificate of Good Conduct: digitally or by post. If you opt for a digital Certificate of Good Conduct, make sure that your [Government message box](https://mijn.overheid.nl/about-mijnoverheid/) on <https://mijn.overheid.nl/about-mijnoverheid/> is activated. Check that 'Justis screening authority' is an organization from which you want to receive digital mail and provide a current, working email address. *(Since May 2024 you can also apply for a digital Certificate of Good Conduct.)*
The applicant must then complete the request himself via the DigiD and, upon receipt, hand over the original VOG to the VOG-coordinator of the association or forward the digital VOG to VOG@madeseboys.nl.
3. New volunteers/employees will report to the VOG coordinator via the (category) coordinator or independently. Applying for the Certificate of Conduct should preferably be made in advance, at the time of commencement of the position.
4. After providing name and address details with the position that will be filled, the VOG coordinator will apply for the VOG per individual (usually within 14 days). This is done at the Ministry of Justice and Security.
5. A personalized link with a unique application code, which is sent by e-mail to the applicant, gives access to the Justis website, in which they are asked to complete the declaration digitally. To do this, you need to log in with your own DigiD. The request code in the link is **valid for 30 days**.

- Go to [My Justis](#) to submit your application.
(Doesn't the link work? Copy and paste mijn.justis.nl/vog/vogpersoon/inloggendigid.htm into the address bar of your web browser to go to the Justis site and submit your application)
- Log in with your personal DigiD (required)
- Enter your unique request code:
- Enter your date of birth (**max. 3 attempts, after which the request will be blocked**)
- Confirm the details

6. On the basis of the information provided, the Central Agency for Certificate of Conduct (COVOG), which falls under the Ministry of Justice and Security, investigates the prevention of criminal offences in the applicant's name. If criminal offences are involved, Justis assesses whether they are relevant to the purpose for which the VOG was requested. If there is no reason to assume that this past is an obstacle to the purpose for which the VOG was requested, the VOG will be granted and sent **by post**.
7. If you have not committed any criminal offences, Justis will decide within 4 weeks whether you will receive a valid VOG. If you have been in contact with the Ministry of Justice, further investigation is required. In that case, a decision will be made within 8 weeks.
8. If the applicant has received the VOG by post, the official 'paper' VOG must be handed over to the VOG coordinator. (You can't check the security features with a scan or copy.) **If you have received a digital VOG, please forward it to VOG@madeseboys.nl.**
The Certificate of Conduct coordinator assesses the authenticity of the Certificate of Conduct, records your name, and notes the date on which the Certificate of

Conduct was issued by Justis. We record this data in Sportlink, our digital membership administration. In Sportlink, we also keep track of the validity of the VOG per volunteer/employee.

9. The original VOG goes back to the applicant. As an association, it is not necessary and even not advisable to make a scan or copy for file creation, because according to the GDPR you have to demonstrate that this (sensitive) data is necessary.

8. Not in possession of a DigiD code?

If the volunteer/employee is not in possession of a DigiD code (and does not want to apply for one), the VOG can be requested through the municipality. To do this, the volunteer/employee must make an appointment with the municipality. A number of forms need to be filled in. In that case, a volunteer/employee does not need a DigiD, but there are costs associated with it for the applicant.

Info: <https://drimmelen.nl/verklaring-omtrent-gedrag>

Fill in the application form, together with the VOG coordinator.

[https://www.justis.nl/sites/default/files/2022-06/Application%20form%20Certificate%20of%20Conduct%20\(VOG\).pdf](https://www.justis.nl/sites/default/files/2022-06/Application%20form%20Certificate%20of%20Conduct%20(VOG).pdf)

Make an appointment at the town hall and bring:

- Completed application form VOG
- Your proof of identity (passport, ID card or driver's license)
- Money. You pay in cash or by debit card

Costs are for your own account and can be claimed from the treasurer:

Certificate of Conduct (VOG): € 41.35

(rate 2023, indexed annually. Source: municipality of Drimmelen)

9. Validity of VOG

A formal period of validity of a VOG has not been determined.

Madese Boys has set a validity period, for screening code 84-85, at a maximum of **three years**. After this period, the application will be made again, through the association.

10. What if I don't submit a VOG?

Madese Boys makes it mandatory to submit a Certificate of Conduct **for certain positions**. If you refuse to apply for a VOG for reasons of principle, please let us know. This is your choice and we will respect it, but it does mean that you can no longer be deployed within our association for certain tasks, where a VOG is required.

As the board of Madese Boys, we are aware that we ask our volunteers/employees for something that requires some effort. However, we hope for everyone's understanding and would like to thank you in advance for your cooperation.

If a volunteer/employee has not submitted the VOG within the reasonable period of six (6) weeks after receipt of the personalized link, the VOG coordinator will inform the board.

The request code in the link is **valid for 30 days**. Has your code expired or has the request been blocked due to other circumstances? Please contact the VOG coordinator and ask if he/she will prepare a new application for you. Then you will receive a new application code.

The board asks the volunteer/employee to hand in the VOG to the VOG coordinator within four (4) weeks.

If this does not happen again, the volunteer/employee will be suspended until the VOG has been submitted to the VOG coordinator. The suspension will last for a maximum of four (4) weeks. If no VOG has been submitted during the suspension period, the volunteer/employee is no longer allowed to perform his or her duties.

The VCP confidential contact person will be informed at the start of the suspension.

11. Providing references

If a volunteer decides to join another association, there will in principle be no active exchange of information. Madese Boys will not inform third parties on its own initiative.

If a board member of another association inquires about references at Madese Boys, it will be reported if the VOG is missing from the administration, due to the failure to submit a VOG or to submit it on time.

However, there are situations in which it may be considered necessary to exchange information. This decision is taken by the board in consultation with the confidential contact person(s).

12. Learn more

More information about the VOG can be found at:

Centre for Safe Sport in the Netherlands

<https://centrumveiligesport.nl/>

NOC/NSF

<https://nocnsf.nl/wat-doet-nocnsf/sport-en-maatschappij/verklaring-omtrent-gedrag-aanvragen>

KNVB.nl

<https://www.knvb.nl/nieuws/assist/assist/55440/een-veiligere-vereniging-vraag-een-gratis-vog-aan-voor-vrijwilligers>

The **code of conduct** and any other applicable regulations and protocols can be found on the website of Madese Boys.

<https://www.madeseboys.nl/194/gedragscode-en--regels/>

13. Communication

All communication about the VOG application goes through the VOG coordinator of Madese Boys, who can be reached via the e-mail address: VOG@madeseboys.nl

