

# VOLUNTEER SCREENING

## Club Screening Policy

All Clubs are required to have a Club Screening Policy that has been approved by their Board.

Due to the positions of trust that are inherent in the provision of active, high quality sport activities, volunteers and employees shall be required to undergo a screening process based on their duties assigned by the Club. This screening process will be comprised of a variety of measures such as those listed on page 3 of the Screening Handbook. All volunteers/employees will be required to participate in an orientation that will introduce duty assignments as well as relevant Club policies and expectations. The Club Screening Policy should be accessible to its Membership preferably via your web site. The Membership should be advised that if he/she believes they have had an experience that contravenes the Club policy, the Club's designated representative should be contacted.

It is important that Clubs prepare an organizational chart that illustrates to whom the volunteers and staff are accountable. The Club should also refer to matters like Harassment, Discipline, Zero Tolerance, and Boundaries/Limitations in their Club's Published Rules. The Chart will help members understand the reporting lines in the event an issue needs to be investigated. A sample organizational chart is included in the appendix of the handbook.

## Confidentiality of Personal Information

Once an organization receives information about an applicant, whether from the applicant directly or from the police, the organization becomes responsible for that information and is then subject to many of the same legal requirements and regulations as other holders of personal information, in terms of confidentiality and access.

Clubs are required to safeguard the confidentiality of personal information gathered during the screening process.

Clubs should have policies that:

- A. Identify who will review personal information including the police records check,
- B. State that the information received through the screening process will only be used to determine if an applicant is suitable for a specific position,
- C. Identify where confidential information will be stored, for example in a locked cabinet, and who will have access to the information,
- D. State that the Club will take all reasonable steps to protect the confidentiality of personal information,
- E. Identify how long the Club will keep confidential information,
- F. In what circumstances, and with whom, will the information be discussed and why.

## Position and Risk Assessment

The first principle of screening is risk management, which simply means "What could go wrong here" and "How do we avoid it?" Risk management involves looking at the

possibilities of loss or injury that might arise in programs, activities and services and taking steps to stop, minimize, prevent or eliminate them all together. This includes the club's obligation to take all reasonable measures to care for and protect their participants from harm. The need to screen an applicant is dictated by the nature of the position and its inherent level of risk. When determining the risk consider such factors as the participant, the environment, the nature of the activity, the level of supervision and the nature of the relationship.

The OSA has already determined the risk level for competitive and recreational team officials and the associated screening measures have been assigned to each level of risk.

<b>HIGH RISK</b>	<b>MEDIUM RISK</b>	<b>LOW RISK</b>
Competitive Team Officials (Representative) All Star Team Officials Select Team Officials	Recreational Team Officials (House League Officials U16-U19)	Recreational Team Officials (All other House League Officials) Mini Soccer Team Officials

### Screening Measures

<b>HIGH RISK</b>	<b>MEDIUM RISK</b>	<b>LOW RISK</b>
Application Form (with references) Interview by Selection Committee References Checked Out Police Records Check Evaluation by Club	Application Form (Reference Checks Optional) Police Records Check	Application Form (Reference Checks Optional)

**Position Description** – The Screening Handbook has position descriptions. You can simply adapt them to reflect your Club.

**Application Forms** – The Screening Handbook has an application form that your Club must use.

**Interviews** – Clubs need to decide who will be on the selection committee. Please refer to the Screening Handbook for suggestions of who should be on the committee. Interview guidelines are also reviewed in the handbook.

**Reference Checks** – It is very important that references be checked. The selection committee needs to decide who will check references. Clubs also need to decide what will be considered an unacceptable reference check. Scripts to assist you in checking references can be found in the handbook.

**Police Records Checks** – A Police Records Check is one part of the screening process. Clubs need to decide what is considered an unacceptable Police Records Check, who will view the Police Records Check and how often Police Records Checks will be required. When your Club is determining what will be considered an unacceptable Police Records

Check it may be helpful to again review the principles associated with determining the risk. Clubs through their community contacts should be able to utilize local, respected, trustworthy individuals to assist with screening and/or viewing the actual Police Records checks. The SWRSA office may be able to provide direction or assistance in implementing the process.

Training and Evaluation- Meeting with team officials provides your Club with the opportunity to discuss the OSA's boundaries and limitations and any other relevant Club policies.

### **Boundaries and Limitations**

The boundaries and limitation are OSA policy. Clubs are responsible to ensure that all team officials are aware of these boundaries and limitations.

- Shall never be alone with a player
- Shall not be responsible for transportation to/from practices/games/tournaments
- Shall not be responsible for water or snacks
- Shall be a role model - no drugs/alcohol/smoking or abusive language at practices/games/tournaments
- Shall comply with the Dress Code as defined by the Club
- Shall ADHERE to OSA and Club policies
- Shall embrace Club values, principles, and policy as per Club Constitution
- Shall demonstrate the ability to set and maintain standards for players (i.e. respect, self-discipline, fair play)

