

## **City of Ottawa Ringette Association Volunteer Screening Policy**

### **Purpose:**

The City of Ottawa Ringette Association (CORA) adopts the policies and procedures of the ORA for Volunteer Screening

### **Policy:**

CORA has a responsibility to children, young adults, parents and volunteers in its programs and is committed to adhering to the following policy to support the provision of sound, safe and healthy ringette experience in our community.

Educating participants, coaches, managers, leaders, and volunteers about abuse and harassment is very important. CORA recognizes that the organization has a responsibility to appropriately screen any person who will have access to vulnerable people.

Due to the positions of trust that are inherent in the provision of active, high quality sport activities, volunteers will be required to undergo a screening process based on the duties assigned by our association. This policy applies to all directors, volunteers, coaches, athletes, and members of CORA.

All volunteers will be required to complete a Police Record Check – specifically a Police Vulnerable Sector Check.

The CORA Risk and Safety Director (“Screening Official”) will maintain a confidential Volunteer Screening Log which includes individuals who have provided a certified copy of a valid PRC. While all valid PRCs should be provided to the Risk and Safety Director, the Screening Official may delegate collection of the individual PRCs to the team manager who will provide the PRCs to the Screening Official for review and approval.

Copies of the original PRC can be provided as long as the Team Manager has compared the copy of the PRC to the original. All PRCs should be emailed to the CORA Risk and Safety Director.

### **Police Checks:**

For the purposes of this policy, persons who will be subject to a Police Record Check are those who work closely with children and who occupy positions of trust and authority. Such “designated positions” include:

- Paid and volunteer coaches, managers, trainers and on-ice helpers 18 years or older as of December 31 of the relevant season
- All Directors of the Board

It is CORA policy that:

- a) Police Vulnerable Sector checks will be mandatory for all persons in volunteer positions; there will be no exceptions.
- b) Failure to participate in the Police Vulnerable Sector check process as outlined in this policy will result in ineligibility for the “designated position”

ORA accepts Police Checks as being valid for a period of three (3) years from the date of approval. The ORA mandates that individuals must have a valid PRC as of January 7<sup>th</sup> of each season. Any individual who does not have a valid PRC as of January 7 of any given season will be removed from the TRF and may not participate in their designated position.

All Police Check information is confidential and will only be kept by the CORA Risk and Safety Director as part of the Volunteer Screening Log.

### **Application Process**

1. Each person subject to this policy will obtain a Police Reference Check. CORA provides a letter on its website every year which allows the volunteers to obtain a PRC for free. Note that if there is a charge to obtain the Police Record Check, CORA will not reimburse the person for such expense.
2. Volunteers who apply directly to their local police department will submit the certified copy of their Police Record Check to the Risk and Safety Director or their designate either electronically or in an envelope marked "Confidential".
3. The CORA Risk and Safety Director or their designate will review all Police Record Checks received and will determine whether the Police Record Check reveals a relevant offence. If a person's Police Record Check does contain a relevant offence, the Screening Official will notify the person and the CORA executive that the person is not eligible for the "designated position".
4. The results of the completed Police Check are recorded on a Volunteer Screening Log.
5. CORA will retain records of its communications with the person submitting the Police Record Check. CORA executive will be informed of the approved results of the respective coaches and volunteers for their records. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in a legal, or disciplinary proceeding.