



## SCREENING POLICY

**THIS POLICY IS IN DRAFT VERSION AND IS UP FOR ADOPTION,**

**By Motion, \_\_\_\_\_**

**At the Fall AGM Oct. 27-28<sup>th</sup>, 2018 of the Ontario Association of Archers Inc.**

### **Preamble**

Screening is a process that helps match people with volunteer positions while improving the quality and safety of the athletes, coaches, managers and judges participating, organizing and leading programs and services offered by the Ontario Association of Archers Inc.(OAA).

Screening is an ongoing process performed by the OAA to ensure that volunteers' involvement is meeting the needs of the OAA, the people they serve and the volunteers themselves.

Screening involves much more than police/vulnerable sector checks. While police and vulnerable sector checks are one of the many steps of Screening; screening is a comprehensive process that begins long before a volunteer, leader, manager, organizer, judge, coach is selected and continues beyond his or her involvement with the OAA.

### **a) Purpose**

The Ontario Association of Archers Inc. has a moral, legal and ethical responsibility to the people they serve to ensure the safety of all the participants by having, ALL members directly involved with the training, supervision, organization and volunteers working directly (i.e. accompanying athletes to championships) and indirectly (i.e. setting up targets for a championships or local tournament)...

This includes members, clients, employees and volunteers, athletes, etc... Screening is especially important for organizations that work with vulnerable people. Vulnerable people may include children, people with disabilities and senior and/or adults of all ages.

The following factors affect the Ontario Association of Archers obligations for screening volunteers:

- Mandate/ Population served/ Volunteer opportunities offered/ Jurisdiction

Each volunteer position has its own set of requirements, risks and benefits. OAA Board of Directors set screening policies parameters that best suit the range of roles within the OAA and work w volunteers.

**Starting in January 2019** – there is an expectation that volunteers, leaders, managers, coaches, chaperons, judges, officials and ALL volunteers having direct contact w vulnerable people and athletes are to provide proof of screening and these are to be kept current. This directive is...

- ongoing during a volunteers' involvement, and
- ongoing monitoring and quality assurance.

- c) Ongoing in the event of a person/volunteer needing to be in a leadership role, as a replacement of another, in the event of unforeseen circumstance (i.e. team manager/coach becomes ill and cannot accompany team/athletes at a major event and must be replaced a the eleventh hour).

This approach benefits the OAA and the volunteer, by ensuring that the volunteer role is meeting the needs and expectations of both.

**b) Benefits :** The benefits of screening are:

- People's skills and experience are better matched to the needs and opportunities of the OAA,
- The quality and safety of volunteer programs are improved,
- The risks and liability for OAA volunteers and participants are reduced.

Screening helps find the right roles for their volunteers. The screening process takes into account the skills, experience and qualifications needed for a volunteer role. Through the process, OAA learns about the applicant's interests and goals. At the same time, screening improves the quality and safety of the Ontario Association of Archers Inc.. Screening policies help to lay out the responsibilities of both OAA and the volunteers.

Screening practices play a role in fulfilling the Ontario Association of Archers Inc. moral, legal and ethical responsibilities to the people it reaches. This includes members, clients, participants, employees and volunteers. This obligation is even greater when the OAA is working with vulnerable people, including children, youth, people with disabilities and senior adults.

**c) Screening Ongoing Process**

Screening practices begin when the OAA creates a new position. Screening is used to select volunteers for specific roles, and it should continue as long as a volunteer is involved with the OAA

**The Screening process** gives clear guidelines for safe and meaningful volunteer engagement.

1. Assessment/Position – Assignment
2. Recruitment/Application
3. Interview/References
4. Police Checks/Vulnerable Sector Check (Attached Form1)
5. Orientation and Training
6. Support and Supervision
7. Follow-up and Feedback

**d) Keeping screening current** : It is the responsibility of the person working w athletes, on behalf of the OAA, to ensure their documents are current and on file with the organization.

**e) Filing documents** : The OAA member responsible for the administration will keep on file a copy of the original screen/vulnerable sector check.