



NORTHERN CHILL VOLLEYBALL CLUB

CLUB SCREENING POLICY

Rev.:
2019/09/29

1. PURPOSE

- a. In compliance with Ontario Volleyball's Screening Policy, Northern Chill Volleyball Club has adopted a new screening policy. Screening Personnel is an important part of providing a safe environment for all Members and the Northern Chill Volleyball Club.
- b. This policy is intended to set specific guidelines and requirements to ensure a mutually beneficial experience for all individuals within Northern Chill Volleyball Club.

2. APPLICATION OF THIS POLICY

- a. This application applies to all Club Members that are in a position of trust and authority or who work closely with athletes, who are 18 years and older.

3. SCREENING TOOLS

- b. Northern Chill Volleyball Club may use any combination of screening tools it determines necessary to screen Club Members. Screening tools may include but are not limited to: interviews, application forms, reference checks, criminal record checks, and a Volleyball Ontario screening disclosure form.
- c. Persons may also be required to submit personal and/or professional references. Potential volunteers are requested to provide signed consent giving Northern Chill Volleyball Club the permission to contact the provided references.
- d. Northern Chill Volleyball Club approves the following methods to complete a vulnerable sector screening check and criminal record check:
<https://www.ontariovolleyball.org/screening>

4. GENERAL

- a. In accordance with Ontario Volleyball's Screening Policy, all potential volunteers and Club Members will be screened before they can be accepted and placed within a designated position of Northern Chill Volleyball Club.
- b. All Club Members who work closely with athletes or are in a position of trust and authority must obtain a Police Information Check every 3 years and complete a Screening disclosure form annually.
- c. Coaches, Managers, Trainers, and all potential volunteers must complete a Police Information Check every 3 years and complete a screening disclosure form annually.
- d. If any person does not complete the screening process as outlined in this policy including a Police Information Check, vulnerable sector check, the person will be deemed ineligible to participate in Northern Chill Volleyball Club events, practices, or matches.
- e. Northern Chill Volleyball Club will not knowingly place a person who has a conviction for a relevant offence in a position of trust and authority or who works closely with athletes.

5. PROCEDURE



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- a. All Club Members are to submit their Police Information Check/Vulnerable Sector Screening check to the Director of Operations. Northern Chill Volleyball Club will keep all record confidentially on file in a secured area.
- b. The person in charge of screening for their Club, must submit their PRC/VSS and the OVA screening disclosure form annually to the OVA.
- c. The Club Contact will review files and submit a list via email to the Ontario Volleyball staff screening employee of ALL completed criminal record checks and screening disclosure forms, along with their Club Form.
- d. If a Police Information Check and/or screening disclosure form do not reveal a relevant offence, the Club contact will provide notice, and will keep the record and or forms on file in a secured area and record the individual has completed the screening process in an annual record to be submitted to Ontario Volleyball.
- e. If the Club contact receives a criminal record or screening disclosure form that reveals a relevant offence, the Club Contact will contact the person, inform the person the PIC or VSS reveals a relevant offence, and request the person to declare details of the relevant offence. The Club Contact will forward the PRC or VSS and declared details to the Staff Screening Employee of the OVA.
- f. The Ontario Volleyball Staff Screening Employee will forward the PRC or VSS to the Executive Director for review. If necessary, the Executive Director will forward the PRC or VSS to the Screening Committee for review.
- g. The Screening Committee will make a decision based on the OVA Screening Policy and provide notice to the Club and person involved.

6. RELEVANT OFFENCES

- a. Any offence that is a 'Relevant Offence' under Ontario Volleyball's Screening Policy.

7. RECORDS

- a. All current and valid Criminal Record Checks and Screening Disclosure Forms are kept confidentially and are destroyed upon new documentation.