



CAC Volunteer Screening Policy

Introduction

Screening of volunteers for positions at Canadian Athletic Club (CAC) promotes better volunteer matching, improved quality and safety of programs, reduced risks to the children we serve, and reduced potential liability for the CAC. This includes screening of Board members, coaching and other team staff, club and program administrators, and category directors.

Potential consequences of inappropriate or inadequate screening protocol include the following:

- Abuse, violence, sexual harassment towards clients, children, staff, or volunteers by paid or unpaid personnel;
- Fraud, theft of club or client resources;
- Negative public relations resulting in a loss of public trust;
- Allegations of discrimination or negligent hiring; and
- Personal or organizational liability and the potential for ruinous law suits.

"Duty of Care" is the legal principle identifying the obligation of individuals and organizations to take reasonable measure to care for and protect their participants. Groups need to understand that Canadian courts will uphold their responsibility regarding screening in the context of their "Duty of Care".

CAC Volunteer Screening Policy

1. To ensure a mutually beneficial experience for volunteers, CAC, and participants, all volunteers will be screened before they can be accepted and placed within positions in the CAC. The screening process is to be fair, equitable, and accommodating.

Ongoing screening will be conducted through supervision, evaluation, and feedback to ensure standards continue to be met by volunteers, within the organization, and programs. Specific screening procedures will be dependent on the position and are outlined in CAC Volunteer Screening Procedures.

2. A Police Information Check/ Vulnerable Sector Check will be used as one of the screening tools for high risk and medium risk positions. If required, potential volunteers must sign a consent form for requesting a Police Information Check/ Vulnerable Sector Check



Canadian Athletic Club Volunteer Screening Policy

3. It is the responsibility of any party involved in the screening process to make a determination on whether the potential volunteers may be unfit based on the specific requirements expected of them. It is also the responsibility of any party involved to adhere to the responsibilities in this policy, and any affiliated procedures or guidelines.
4. All documents and information obtained during volunteer screening will be kept confidential and will not be shared with any third party not involved directly with the selection committee for the volunteer position, without the volunteer's written permission. All related electronic documents will be kept in a password protected computer, and all related hard copy documents (e.g., including police information and vulnerable sector checks) will be stored in a locked file cabinet.
5. CAC is committed to adhere to privacy legislation, including FOIP and PIPA.

This policy was approved by the CAC Board of Directors on 21 June 2018. This policy shall be reviewed and updated by 1 June, 2020.

Signed on behalf of the Board of Directors:

Rick McAdie

Position: President

Gary Ash

Position: Vice President