



# Volunteer Screening Policy

## Preamble

Members of the Clarence Rockland Ringette Association (CRRA) Executive are responsible for ensuring that the proper safeguards are in place to create and maintain a safe environment for its players.

As an Association, we have a responsibility to screen our volunteers who have access to young players. CRRA adopted the Ontario Ringette Association's (ORA) Volunteer Screening Policy, which can be found in the Sport Administration Manual on the ORA website at:

[http://www.ontario-ringette.com/administration/op\\_manual/documents/orasa.pdf](http://www.ontario-ringette.com/administration/op_manual/documents/orasa.pdf)

The following procedures highlight the primary points CRRA has adopted regarding screening of volunteers.

## Procedures

Volunteers will be informed by the President of the screening requirements and the necessary paperwork to be completed for their respective positions prior to the start of each season.

All information collected under the Volunteer Screening Policy is confidential and will be kept in a secure location. The President, VP & Secretary will be the only person(s) who will have access to the information collected under the CRRA Volunteer Screening Policy.

Each volunteer position has a specific set of conditions and responsibilities and the level of screening requirements is determined by the "risk" category of the position. Positions in the CRRA are classified as high, medium or low risk depending upon the amount of interaction and influence the volunteer has over players or whether there is a monetary risk to the Association. They are as follows:

**High Risk:** Volunteers that have opportunities or the potential for being alone or have close contact with players and/or have the potential to control/exert pressure or influence on a player or his/her sport career have the highest potential for risk.

- Applies to all members of a bench staff (Coach, Assistant Coach, Trainer, Manager, etc.) and Adult Camp Counselors that work with the players on the ice or in the dressing room.
- Volunteers must complete the Volunteer Application, Release of Information (permission to conduct reference check) and Consent for Police Record Check (required every 3-5 years).



**Medium Risk:** Volunteers that have lesser contact with participants or is less likely to be alone with them can be considered to have a medium risk potential.

- Applies to Course Conductors, Officials and younger players acting as Camp Counselors.
- Volunteers must complete the Volunteer Application and Release of Information (permission to conduct reference check).

**Low Risk:** Volunteers with little contact with participants have the lowest risk potential.

- Applies to members of the Executive, Committee Members, Appointees (Ice Scheduler, Registrar, etc.).
- Volunteers must complete the Volunteer Application.

In situations where a volunteer has more than one role within the Association, data will be collected for the position deemed to have the highest risk level.