



GUELPH RINGETTE ASSOCIATION VOLUNTEER SCREENING AND POLICE RECORD CHECK POLICY

Purpose:

Guelph Ringette Association (GRA) adopts the policies and procedures of the ORA for Volunteer Screening

Policy:

Guelph Ringette 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. Guelph Ringette 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 the GRA.

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

The forms to complete the Police Record Checks will be given to all volunteers to complete and return to the designated executive member.

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 and technical personnel (trainers)
- All Directors of the Board

It is GRA 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”

GRA accepts Police Checks as being valid for a period of three (3) years, with a new Check required in the fourth year. All Police Check information is confidential and will only be released to the “GRA representative” - Vice-President.

1. Each person subject to this policy will obtain a Police Reference Check. Residents of the City of Guelph may complete a Police Check Application Form and submit it to the Screening Official at GRA (the Vice President) along with proof of photo identification. Non-Guelph residents must apply directly to their local police department. Note that if there is a charge to obtain the Police Record Check, GRA will reimburse the person for such expense if the individual volunteers with GRA for more than a month.
2. Police Record Check applications submitted directly to Guelph Ringette will be received and reviewed by the Screening Official (Vice President). Applicants who apply directly to their local police department will submit the original copy of their Police Record Check to the Screening Official at GRA, in an envelope marked “Confidential”. The envelope may be mailed to GRA at its mailing address or may be provided directly to the Screening Official.
3. The Screening Official 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 GRA 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. Police Record Checks are valid for a period of three years. The Screening Official will notify individuals when a new Police Check is required.
6. The original Police Check is returned to the applicant - GRA does not retain the records. GRA will retain records of its communications with the person submitting the Police Record Check. GRA 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.