



West Ottawa Ringette Association Volunteer Screening Policy¹

Version 2.0, July 2024

Purpose:

The purpose of this policy is to develop a process for the West Ottawa Ringette Association (WORA) to screen individuals to support a sound, safe and healthy ringette experience in our community. WORA recognizes that the organisation has a responsibility to appropriately screen any person who will have access to Vulnerable Individuals.

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.

Application:

This policy applies to all WORA Executive Board members, bench staff, and volunteer positions.

Definitions:

Vulnerable Individuals – A person who is under the age of 18 years and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority

Criminal Record Check (CRC) – Is a collection of offence information, including convictions, outstanding warrants, charges and judicial orders from a local police agency's Record management system.

Vulnerable Sector Check (VSC) – Is a collection of offence information, including convictions, outstanding warrants, charges, judicial orders and sexual offence convictions for which the individual has received a record suspension where authorized by the Minister of Public Safety and Emergency Preparedness. The VSC is restricted to applicants seeking employment and/or volunteering in a position of authority or trust relative to vulnerable persons in Canada only.

Screening Levels:

Level 1: This lower risk screening category applies to individuals not in a supervisory role, not directing others, not involved with financial/cash management, and/or do not have regular access to Vulnerable Individuals.

Level 2: Individuals who may be in a supervisory role, may direct others, may be involved with financial/cash management, and/or who may have limited access to Vulnerable Individuals. Examples include volunteers who may handle funds, personal information and help organize events with limited access to athletes under the age of 18 years, or Coaches/Bench staff who are only involved with athletes over the age of 18 years.

Level 3: This higher risk screening category applies to individuals who occupy positions of trust and/or authority, have a supervisory role, direct others, or who have frequent access to Vulnerable Individuals.

¹ This document is based on guidance provided in Ringette Ontario Screening Policy (Sept. 12, 2019)

<https://cloud.rampinteractive.com/ringetteontariogames/files/Policies/Screening-Policy.pdf>

Please contact the Vice President (vicepresident@westottawaringette.com) or the Director of Administration (administration@westottawaringette.com) should you have any questions about this policy.

Table 1. Security screening documentation required and renewal frequency based on risk level.

Documentation	Purpose	Level 1	Level 2	Level 3 ²
Attestation Form	Confirms the conviction status of the individual	Complete annually in years 2-3 when CRC/VSC is not submitted		
Criminal Record and Judicial Matters (Ottawa Police Level 2) Level 2 WORA Endorsement Letter	A check of previous criminal convictions		Complete every three years	
Vulnerable Sector Check (Ottawa Police, Level 3) Level 3 WORA Endorsement Letter	A detailed check of police records.	Not applicable		Complete every three years

Table 2. List of WORA positions and corresponding screening level.

Role	Level 1	Level 2	Level 3
Executive (Board of Directors) <i>Responsible for Tracking - Secretary</i>			
President	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vice President	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Competitive Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Regional Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Director of Player Development	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Director of Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Director of Logistics	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Registrar	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Treasurer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

² Applicants under 18 years of age do not qualify for the Vulnerable Sector Check and may apply instead for the Ottawa Police Services [Criminal Record Check](#)
Please contact the Vice President (vicepresident@westottawaringette.com) or the Director of Administration (administration@westottawaringette.com) should you have any questions about this policy.

Role	Level 1	Level 2	Level 3
Secretary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bench/Team Staff and Team Volunteers <i>Responsible for Tracking - Team Manager / Vice President</i>			
Coach (Head Coach, Assistant Coach)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Trainer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Junior Coach (< 18 yrs) ³	N/A	N/A	N/A
On-ice Helper (> 18 yrs)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-ice Helper (< 18 yrs) ⁴	N/A	N/A	N/A
Treasurer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dressing Room Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Coordinators <i>Responsible for Tracking - Secretary</i>			
Banquet Coordinator - Junior	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Banquet Coordinator - Senior	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coaching Coordinator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dryland Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance Coordinator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FUN1 Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FUN2/3 Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fundraising Coordinator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Goalie Development	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ice Scheduler	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intermediate Coordinator (Junior)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intermediate Coordinator (Senior)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manager Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

³ There is no need for Jr Coaches under the age of 18 to complete the screening forms

⁴ There is no need for On-ice helpers under the age of 18 to complete the screening forms

Please contact the Vice President (vicepresident@westottawaringette.com) or the Director of Administration (administration@westottawaringette.com) should you have any questions about this policy.

Role	Level 1	Level 2	Level 3
Player Advocate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Power Skating Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Referee-in-Chief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Social Media Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tournament Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trainer Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteer Coordinator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Webmaster	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Process:

1. Determine the level that applies to the position in question and necessary steps to receive the relevant screening. Please use the relevant WORA letter to waive any associated fees (see Table 1).
2. **Bench/Team staff, Team Volunteers, Executive Board Members and Coordinators** please complete the required forms for your respective screening level and send them to records@westottawaringette.com or upload them into RAMP.
3. The results of the completed police check will be maintained in a confidential log maintained by the Vice President and Secretary and kept based on the timeline outlined in Ringette Ontario's [Records Management Policy](#).
4. A Screening Committee, comprised of the Vice President and Secretary, will review all documentation received to determine if any further action is needed. If a relevant offence is listed, the Board will determine whether the individual is eligible for the desired position.
5. All records and communications associated with police record checks 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.

Please contact the Vice President (vicepresident@westottawaringette.com) or the Director of Administration (administration@westottawaringette.com) should you have any questions about this policy.