



## West Ottawa Ringette Association Volunteer Screening Policy<sup>1</sup>

Version 1.0, October 2023

### **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 organization 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)* – A search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record

*Vulnerable Sector Check (VSC)* – a detailed check that includes a search of the RCMP National Repository of Criminal Records, local police information, and the Pardoned Sex Offender database

### **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:** This higher risk screening category applies to Individuals who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with financial/cash management, or who have frequent access to Vulnerable Individuals.

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<sup>1</sup> 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](mailto:vicepresident@westottawaringette.com)) or the Director of Administration ([administration@westottawaringette.com](mailto:administration@westottawaringette.com)) should you have any questions about this policy.

**Table 1.** Security screening documentation required for Level 1 and Level 2 individuals and renewal frequency.

Documentation	Purpose	Level 1	Level 2 <sup>2</sup>
<a href="#">Application Form</a>	Indicates that the individual has read and understands Ringette Ontario's policies	Complete annually	
<a href="#">Attestation Form</a>	Confirms the conviction status of the individual		
<a href="#">Screening Disclosure Form</a>	Confirms any convictions or sanctions against the individual	Complete every three years	
<a href="#">Vulnerable Sector Check (Ottawa Police, Level 3)</a>	A detailed check of police records. Please use the <a href="#">WORA endorsed letter</a> to waive the associated fee	Not applicable	Complete every three years

**Table 2.** List of WORA positions that fall into Level 1 and 2 criteria.

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

<sup>2</sup> 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](#).

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Role	Level 1	Level 2 <sup>3</sup>
Coach (Head Coach, Assistant Coach)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Trainer	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Junior Coach (14-17 yrs) <sup>4</sup>	<input type="checkbox"/>	<input type="checkbox"/>
On-ice Helper (> 18 yrs)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
On-ice Helper (< 18 yrs)	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dressing Room Supervisor	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Coordinators</b> <i>Responsible for Tracking - Secretary</i>		
Banquet Coordinator - Junior	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Banquet Coordinator - Senior	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coaching Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Covid Safety Leader (CSL)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dryland Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Equipment Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FUN1 Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FUN2/3 Coordinator	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fundraising Coordinator	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Goalie Development	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ice Scheduler	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Intermediate Coordinator (Junior)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Intermediate Coordinator (Senior)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Manager Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Player Advocate	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Power Skating Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Referee-in-Chief	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<sup>4</sup> There is no need for Jr Coaches or On-ice helpers, under the age of 18 to complete the screening forms Please contact the Vice President ([vicepresident@westottawaringette.com](mailto:vicepresident@westottawaringette.com)) or the Director of Administration ([administration@westottawaringette.com](mailto:administration@westottawaringette.com)) should you have any questions about this policy.

Role	Level 1	Level 2 <sup>3</sup>
Social Media Coordinator	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tournament Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trainer Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Volunteer Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Webmaster	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Volunteers Under Age 18	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Process:**

1. Determine the level that applies to the position in question.
2. **Bench/Team staff** and **Team Volunteers** please complete the required forms for your respective screening level and send them to [records@westottawaringette.com](mailto:records@westottawaringette.com), please also copy your Team Manager or confirm with them that you have done so. Team Managers will validate that all Bench/Team staff and Team Volunteers have completed and submitted the necessary documentation.
3. **Executive Board Members** and **Coordinators** please complete the required forms for your respective screening level and send them to [records@westottawaringette.com](mailto:records@westottawaringette.com).
4. 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](#).
5. The Vice President and Secretary will review all police record checks received to determine if any further action needs to be taken. If a relevant offence is listed, the Board will determine that the individual is not eligible for the desired position.
6. 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.

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