



SCREENING POLICY – UPDATED SEPTEMBER 2017

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1. SCREENING PROCESS

- 1.1 The OWHA will conduct the following 10-step screening process for OWHA Personnel and recommends that each team, association, league and programme follow the same 10-step screening process. Steps 1.9 and 1.10.2 of the 10-step screening process are mandatory for all organizations within the jurisdiction of the OWHA.
- 1.2 Volunteers and staff who do not meet or do not abide by the requirements of the screening process may not be accepted, may be disciplined or may be dismissed.
- 1.3 Position Design (Appendix C)
 - 1.3.1 Clearly identify, define and control the design of positions. Each position has a set of conditions and level of risk. Determine screening standards based on position design.
- 1.4 Position Description (Appendix C)
 - 1.4.1 Develop and maintain descriptions that define responsibilities, expectations and levels of supervision for each staff and volunteer position.
- 1.5 Application Form (Appendix D)
 - 1.5.1 Prepare and make available appropriate forms for staff and volunteers and if the position requires other screening measures (medical exam, driver's record, police record check) the application form will so indicate.
- 1.6 Formal Recruitment Process
 - 1.6.1 Post staff and volunteer positions and indicate that screening is a part of the application process.
- 1.7 Conduct Interviews
 - 1.7.1 Conduct interviews for staff to ensure candidates meet the position requirements and fit in with the organization. Interviews for volunteer positions, for which the level of risk is determined to require interviews, will be conducted under the supervision of the President or her/his designate.
- 1.8 Reference Check
 - 1.8.1 Implement a standard reference check questionnaire and follow through with candidate's list of references.
- 1.9 Criminal Record Check (CRC)/Vulnerable Sector Screening (VSS) (Section 5)
 - 1.9.1 The following individuals who are associated with the OWHA, and its member, teams, associations, leagues, and programmes must adhere to the OWHA Screening Policy:
 - 1.9.1.1. members of the Boards of Directors;
 - 1.9.1.2. full time staff, part time staff, interns and volunteers;
 - 1.9.1.3. team officials (including but not limited to head coaches, assistant coaches, trainers and managers);
 - 1.9.1.4. on-ice officials; and
 - 1.9.1.5. anyone else who, through their duties on behalf of the OWHA may work with children.
 - 1.9.2 The OWHA requires that a person identified in 1.9.1 submit a Criminal Record Check and a Vulnerable Sector Screening that has been completed in the six (6) months prior to submission. On-Ice Officials aged 17 and under will be required to provide a Criminal Record Check. On-Ice Officials aged 18 and over, will be required to provide a Vulnerable Sector Screening Check. All On-Ice Officials must adhere to this Policy.

- 1.9.3 Every three (3) years following the initial check, a person identified in 1.9.1 need only complete a Criminal Records Check/ Vulnerable Sector Screening Check. (Example: Year one CRC/VSS, year two Criminal Offence Declaration Form (CODF), year three CODF and year four CRC/VSS). If a person recertifies on-line, the CRC/VSS or CODF must be submitted directly to the OWHA. If a person recertifies in class, the CRC/VSS or CODF must be handed in at the clinic in a sealed envelope with the person's name printed on the front.
- 1.9.4 Any check submitted that is older than six (6) months must be accompanied by a Criminal Offence Declaration Form (CODF) or a notarized sworn document may also be used as an alternative to the Criminal Offence Declaration Form and a receipt from the local police station indicating that the process has been initiated for an updated CRC/VSS, which must be provided to the OWHA when received.
- 1.9.5 All staff members and volunteers with the organization MUST complete a "Criminal Offence Declaration Form" (see Appendix B). Recommended completion is as follows:
- 1.9.5.1. Full time staff – During the appraisal process and every three years.
 - 1.9.5.2. Part time staff/students/interns – At start of term and every year after.
 - 1.9.5.3. High Performance Team Staff (where applicable) – At start of term and every year after as identified in 1.9.2, 1.9.3 and 1.9.4
 - 1.9.5.4. On-Ice Officials – at the time of their clinic as identified in 1.9.2, 1.9.3 and 1.9.4.
- 1.9.6 Any person identified in 1.9.1 who has been away from the organization for more than one year is required to complete the Criminal Record Check and Vulnerable Sector Screening upon their return.
- 1.9.7 Previous offences that may exclude a person's application for a position within the OWHA include, but are not limited to, offences against persons, offences involving property or offences related to substance abuse.
- 1.9.8 It is mandatory that Billets used within the OWHA be properly screened by the team or association or league and in addition, complete a Criminal Record Check and Vulnerable Sector Screening.
- 1.10 Orientation and Training Sessions
- 1.10.1 The level of risk associated with a position (as indicated in the position description) will determine when an organization should conduct an orientation session with new staff and volunteers to help familiarize them with the organization's goals, objectives, policies and processes.
 - 1.10.2 All team officials (including but not limited to head coaches, assistant coaches, managers and trainers) within the jurisdiction of the OWHA are required to be certified in the Speak Out Programme or Respect In Sport Activity Leader.
- 1.11 Supervise and Evaluate
- 1.11.1 The risk assessment of each position (as indicated in the position description) will determine the necessary level of supervision and evaluation in respect of a person's performance in his or her position(Examples: Supervision may include an unscheduled observation of a coach or on-ice official during a practice or game; or evaluation may include an annual or interim staff appraisal).
- 1.12 Follow Up
- 1.12.1 Follow up in respect of a person's performance in his or her position may be necessary and will be determined by the position description. An example of follow up may include an end of season interview with a coach.

2 SCREENING ADMINISTRATION

- 2.1 OWHA Responsibility
- 2.1.1 The OWHA President or designate will maintain records of all OWHA Personnel required to be certified in Speak Out or Respect in Sport Activity Leader. The Criminal Record Checks, of staff and volunteers of the OWHA who are required to submit such information, will be directed to and maintained by the OWHA President or designate.
- 2.1.2 All personal records maintained by the OWHA will be obtained and secured in compliance with the OWHA Privacy Policy.
- 2.2 OWHA Member Responsibility
- 2.2.1 For the purposes of reporting to Hockey Canada and policy development, OWHA member Teams and Associations are required to maintain records of all Speak Out or Respect in Sport Activity Leader certified personnel within their jurisdiction and provide relevant statistical information to the OWHA at the conclusion of each season (number of training sessions, e-Learning participants (Respect in Sport Activity Leader) and number of certified participants, etc.).

3 SAFEGUARDS

- 3.1 Security safeguards will be implemented to ensure all personal information is protected from theft as well as unauthorized access, disclosure, copying, use or modification thereof. The level of safeguards employed shall be directly related to the level of sensitivity of the personal information collected. The more sensitive the information, the higher the level of security employed. Methods of protection and safeguards to be employed will include but in no way be limited to locked files, offices and storage areas, need to know access as well as technological measures such as passwords and encryption.

4 MINIMUM REQUIREMENTS BASED ON POSITIONS

Board of Directors
<ul style="list-style-type: none"> Writing clear position descriptions Requesting/requiring Criminal Record Checks and Vulnerable Sector Screening Conducting orientation and training sessions
Full-time/Part-time Staff, Students/Interns
<ul style="list-style-type: none"> Writing clear position descriptions Requesting/requiring Criminal Record Checks and Vulnerable Sector Screening Establishing a formal recruiting process, Conducting orientation and training sessions Using an application form Conducting interviews Following up on references Supervising and evaluating Follow up on program participants
Team Officials
<ul style="list-style-type: none"> Writing clear position descriptions Requesting/requiring Criminal Record Checks and Vulnerable Sector Screening Conducting orientation and training sessions Speak Out/Respect in Sport, Activity Leader Gender Identity and Expression Requirements
On-ice Officials
<ul style="list-style-type: none"> Writing clear position descriptions Requesting/requiring Criminal Record Checks and Vulnerable Sector Screening Speak Out/Respect in Sport Activity Leader

5 OWHA CRIMINAL RECORD CHECK

- 5.1 All individuals holding the title of team official (including but not limited to head coach, assistant coach, trainer, assistant trainer, manager), on-ice official and anyone else determined by the Risk Assessment Tool which is contained in Appendix A of the OWHA Screening Policy shall be subject to Criminal Record Checks which include the Vulnerable Sector Screening and a search of the National Sex Offender Registry.
- 5.2 Individuals with outstanding Criminal Code convictions or who have been charged with such offences that have not yet gone to trial but which continue to be prosecuted, shall not be eligible to hold any position with the OWHA (this includes teams, associations, leagues, programmes, tournaments and all sanctioned activities).
- 5.3 Offences which deem the Individual ineligible to participate in any capacity as determined by Appendix B.
Note: this is a reference only and not a complete list of applicable **offences:**
- 5.3.1 Assault causing bodily harm
 - 5.3.2 Assault causing bodily harm
 - 5.3.3 Aggravated assault
 - 5.3.4 Any sexual assault
 - 5.3.5 Any sexual interference
 - 5.3.6 Any sexual exploitation
 - 5.3.7 Any invitation to sexual touching
 - 5.3.8 Any indecent acts and/or exposure
 - 5.3.9 Any making, distributing, possessing or sale of child pornography
 - 5.3.10 Any current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
 - 5.3.11 Any indictable criminal offences for child abuse
 - 5.3.12 Luring a Child
 - 5.3.13 Voyeurism
 - 5.3.14 Any offence for trafficking and/or importing and/or possession for the purpose of trafficking any drugs and/or narcotics
 - 5.3.15 Any production of a substance (specifically, as defined in the Controlled Drug and Substances Act - C.D.S.A.)
 - 5.3.16 Robbery
 - 5.3.17 Any other offences pertaining to violence, whether or not involving weapons;
 - 5.3.18 Any multiple offences related to impaired driving and/or care and control and/or drive over 80-milligrams.
 - 5.3.19 Any indictable criminal code offenses related to impaired driving and/or care and control and/or drive over 80- milligrams;
 - 5.3.20 Any other indictable criminal code offenses such as murder, manslaughter, incest, abduction, extortion, perjury, bribery and influencing, explosives substances offences, arson related offenses, counterfeiting and conspiracy.
- 5.4 Offences for which disqualification from participation is 3 (three) years from the expiration of the penalty imposed by the courts. Note this is a reference only and not a complete list of applicable charges
- 5.4.1 Threatening
 - 5.4.2 Any possession of a substance (specifically, as defined in the Controlled Drug and Substances Act - C.D.S.A.)
 - 5.4.3 Any theft and/or fraud and/or related offence (applicable to a person while in a Position of Trust of Finances)
 - 5.4.4 Any convictions pertaining to illegal substances, other than for manufacture, distribution and/or trafficking

- 5.4.6 Any firearm related offences (other than use of firearm in the commission of an offence, see above)
- 5.4.7 Any other indictable criminal code offence such as break and enter, mischief, resisting and obstructing offenses, criminal harassment and breaching orders and failing to comply offenses.
- 5.5 The acceptable window of time for the exclusion of offences as determined by the OWHA will be 3 (three) years. The exclusion of time commences at the expiration of the penalty imposed by the Courts not the date of the charge or conviction.
- 5.6 Offences for which the individual has to abide by specific criteria as a participant.
 - 5.6.1 For a first offence related to Impaired Driving and/or care and control and/or drive over 80 milligrams resulting in a summary conviction, the individual may not drive any other participant to and from sanctioned activities while Driver's License is suspended.)
 - 5.6.2 It is the obligation of any person subject to screening by virtue of this Policy to advise his or her organization's Professional Designate responsible for screening of a charge or conviction under any offence listed in this Policy.
- 5.7 The Ontario Women's Hockey Association or its designate shall be responsible for the collection and retention of Criminal Record Checks, and Vulnerable Sector Screening Check, which must be under the designate's control and secured in a safe storage area.

6. CRIMINAL RECORD CHECK HEARING PROCESS

- 6.1 Upon review of a registered participant's Criminal Record Check/Vulnerable Sector Screening submission to the Ontario Women's Hockey Association, if a registered participant is deemed ineligible as per Section 5 of the OWHA Screening Policy, and therefore unable to participate as an official or volunteer in OWHA/Hockey Canada programming, they will be notified of such ineligibility in the form of a letter from the OWHA. The registered participant's team and/or association delegate will be notified of this ineligibility electronically.
- 6.2 The term of this ineligibility is based on a specific offence contained within the submission and the time identified in Section 5 of the OWHA Screening Policy.
- 6.3 The OWHA Record Check Inspector will determine the eligibility for a hearing and will communicate this directly to the member.
- 6.4 If the registered participant is eligible they will be given the opportunity to forward a letter of consideration to the President of the OWHA, requesting special dispensation from the application of the Section 5 of the Screening Policy. If the participant is granted a hearing by the President, a hearing will be arranged and the participant will be sent notification of the date, time and location of the hearing. The fee for this hearing will be \$150.00 and payment is to be received prior to the hearing. At the conclusion of the hearing, the panel will render its decision in writing and forward to the OWHA office. The office will inform the participant of the decision and the participant's team and/or association delegate will be notified of this ineligibility electronically..
- 6.5 In the event that the participant does not show for a hearing, the hearing will be dismissed, the participant will be notified and the ineligibility will remain in effect pending a new hearing at the expense of the participant.
- 6.6 The participant would NOT be eligible to participate in any OWHA's sanctioned activity until such time as a decision is made through this hearing process.

7. APPENDIX A – RISK ASSESSMENT TOOL & RATING

RISK ASSESSMENT TOOL

The Risk Assessment Tool is not a scientific assessment, but is designed to help alert you to potential factors in a volunteer or staff position. No single check-list fits all situations so organizations are encouraged to adapt this tool to meet their specific needs and any local legal obligations.

8 QUESTIONS TO CONSIDER WHEN ASSESSING THE RISK LEVEL ASSOCIATED WITH EACH POSITION.

- 1) Does the person in this position serve people who may be vulnerable?
 - Children under the age of 18
 - Persons with communication or language boundaries
- 2) Does the person in this position allow access to players?
 - Direct contact with players at the rink or away from the rink
 - Driving players in their vehicle within Hockey Canada's Speak Out parameters
- 3) Does the person in this position require making physical contact with a player's body?
 - Demonstrating a skill
 - Touching the player
 - Contact with bodily fluids
- 4) Does the person in this position have access to property or equipment?
 - Personal equipment
 - Facility equipment
 - Organization equipment
- 5) Is the person in this position involved in making decisions about a player's future or movement within the system?
 - Perceived or actual position of authority
- 6) Does the person in this position have access to confidential information?
 - Personal documents or communications
- 7) Does the person in this position have access to money?
 - Personal funds
 - Organizational funds
- 8) Is the person in this position involved in making decisions on behalf of the organization?
 - Perceived or actual position of authority
 - Enters into agreements on behalf of the organization

**If you answered "Yes" to any question above
here are some suggested steps:**

- ➡ Reference Check
- ➡ Criminal Record Check/Vulnerable Sector Check Requirement
- ➡ Regular supervision
- ➡ Participant evaluation of position
- ➡ Specific behaviour code is provided

8. APPENDIX B – OWHA CRIMINAL OFFENCE DECLARATION FORM



ONTARIO WOMEN'S HOCKEY ASSOCIATION
225 Watline Avenue, Mississauga, Ontario L4Z 1P3
www.owha.on.ca

CRIMINAL OFFENCE DECLARATION

Name _____

Address _____

Phone _____ Email _____

Role _____ Team/Association/League _____

Failure to execute this process will be in violation of the OWHA Screening Policy, this will mean that the individual will be considered to be not in good standing and may be subject to further discipline.

I, _____, hereby declare that:
(Print Name)

I have no convictions or outstanding charges for offenses under the Criminal Code of Canada as specified in the OWHA Screening Policy up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

OR

I have the following convictions for offenses under the Criminal Code of Canada as specified in the OWHA Screening Policy for which a pardon under the Criminal Records Act (Canada) has not been issued or granted:

Supplementary Information, Including Outstanding Charges, Warrants and Orders

DATE	LOCATION	CHARGE	DISPOSITION

Any questions can be directed to the OWHA office

Signature of Applicant _____ Date _____

9. APPENDIX C - POSITION DESIGN AND DESCRIPTION

POSITION DESIGN:

Clearly identify, define and control the design of positions. Each position has a set of conditions and level of risk. Determine screening standards based on position design.

Position Title	Be brief (2-3 words) but descriptive
Purpose of Position	A short sentence or two identifying key reasons for volunteer involvement, in relation to the organization's mission or goals.
Risk Level	Based on the Risk Assessment of the position, and used as the basis for what screening mechanisms will be required for this position.
Skills and Qualifications	Include the attitudes, knowledge, past experience, background, education and personal traits that are directly related to the ability of the applicant to meet the duties/activities/responsibilities.
Boundaries and Limitations	What is the person in this position not allowed to do? What is outside of the parameters of the position?
Vulnerability of Persons Served:	Are the persons served by this position vulnerable and if so in what way?
Screening Requirements	List of applicable screening techniques for this position.
Supervision and Support	To whom is the person in this position directly responsible? How is the position supervised? What are the reporting and evaluation mechanisms?

POSITION DESCRIPTION:

Develop and maintain descriptions that define responsibilities, expectations and levels of supervision for each staff and volunteer position.

Duties/Activities/ Responsibilities	Be specific about regular duties to be performed, duties performed on occasion, and any special equipment used. Do not list every step of every activity; this can be expanded on in the position training.
Time Commitment	Minimum number of hours, frequency, days and times and length of commitment.
Location:	Where will the person in this position work? Is it off site, isolated or unsupervised?
Orientation and Training	Both initial and ongoing training, making clear what is required and what is optional.
Benefits	Include organization's commitment to the position, personal benefits, whether out of pocket expenses are covered by the organization.

SAMPLE DESIGN AND DESCRIPTION: House League Head Coach

The following is a sample Head Coach position design and description:

POSITION TITLE:	House League Head Coach
VULNERABILITY OF PERSONS SERVED:	Work directly with young children between ages of 5 and 15
LOCATION:	Local Arena Facility, public setting
PURPOSE OF POSITION:	To teach skills, supervise children and create a safe, social and welcoming environment for the players
RISK LEVEL:	High, working in close proximity to children
TIME COMMITMENT:	1 weekend game and 1 week night practice, 2 tournaments per season, year end banquet
ACTIVITIES & RESPONSIBILITIES:	Oversee all team activities Manage the safety of the participants Comply and ensure compliance of his or her team with the rules, regulations, policies and processes of the team, league, team, and association, OWHA and Hockey Canada
SKILLS, QUALIFICATIONS:	Caring, friendly and patient attitude Ability to communicate with parents and children Must be certified in Speak Out or Respect in Sport Activity Leader Must have Coach Level certification Criminal Record Check/Vulnerable Sector Screening
BOUNDARIES & LIMITATIONS:	The Head Coach is bound by the OWHA Code of Conduct and all rules, regulations, by laws, articles and policies of the OWHA.
ORIENTATION & TRAINING:	All new Coaches will be provided with an orientation prior to the start of the season.
SUPERVISION & SUPPORT:	The Head Coach is responsible to the team, association, league President and Board of Directors.
BENEFITS:	All Head Coach positions are eligible for various volunteer awards.

10. APPENDIX D – SAMPLE APPLICATION FORM

OWHA APPLICATION FORM

This form is to be completed and forwarded to the OWHA Office by the date specified in the posting.

Contact Information

Name:					
Address:					
Home Ph:		Work Ph:		Mobile Ph:	
Preferred Email:					
Position you are applying for:					
Relevant certification or education:					
Years of relevant experience:					
Are you eligible to work in Canada?	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Please ensure you have attached your resume and at least 3 references (maximum one personal).

Screening

The Ontario Women's Hockey Association is committed to reducing harassment, abuse, bullying and misconduct in our programs. As a priority we are screening volunteers and staff to ensure the highest quality of personnel to support our programs and create a friendly and welcoming environment for our participants. Some positions require additional screening.

Please be advised that your position requires a Criminal Record Check and a Vulnerable Sector Check.

Signature

Date

I hereby acknowledge that the information provided above is accurate to the best of my knowledge.

11. APPENDIX E – CRIMINAL RECORD CHECK/VULNERABLE SECTOR SCREENING DEFINITIONS

11.1 Criminal Records Check (CRC)

- 11.1.1 A Criminal Record Check is a search that is used to determine whether an individual has a criminal record. The search can be based on an individual's name and date of birth, or for much greater assurance, it can be based on fingerprints for positive identification.
- 11.1.2 A Criminal Record Check is performed against the national repository of criminal records maintained by the Royal Canadian Mounted Police (RCMP), which holds approximately 4.2 million records.
- 11.1.3 Checks are also in many cases performed against a Canadian police service's local records.

11.2 Vulnerable Sector Screening (VSS)

- 11.2.1 A VSS check is initiated by the local police in the jurisdiction where the individual lives.
- 11.2.2 A VSS check is designed to protect vulnerable participants from dangerous offenders by uncovering the existence of a criminal record and/or a pardoned sexual offence conviction and is recommended as part of an overall employment or volunteer screening process. The results of the check can help to determine whether an individual is suitable to work in positions where they will be in close contact with vulnerable people.
- 11.2.3 The police will use the Canadian Police Information Centre (CPIC) system as well as their own database to conduct a background search based on an individual's name, gender and date of birth. If the gender and date of birth match to a pardoned sex offender record, the individual will **required** to provide fingerprints to confirm his or her identity. Be assured that:
 - 11.2.3.1. This is not an accusation of criminality: fingerprints are used to confirm identity only.
 - 11.2.3.2. Fingerprints will be destroyed after 90 days - when the check is complete. As with all civil checks, the RCMP and **Local Police** do not keep fingerprints on file and they will not be searched for future purposes.