

Ontario Weightlifting Association Screening Policy

Preamble

Due to the positions of trust that are inherent in the provision of sport activities, organizations must have risk-based screening policies and procedures in place to ensure the protection of children participating in sport. Screening practices begin when an opportunity is created within the Ontario Weightlifting Association (OWA). Screening is used to select volunteers for specific roles, and it should continue as long as a volunteer is involved with the organization. For the purposes of screening, the most relevant definition is found in the (federal) Criminal Records Act, which defines vulnerable members of society as: “a person who, because of his or her age, a disability, or other circumstances, whether temporary or permanent:

- a) Is in a position of dependency on others; or
- b) Is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them.”

This policy is in effect for, but is not limited to, the following positions:

- Team Ontario Managers, Coaches, Technical Officials and Chaperones
- Executive Board Members
- Administrator
- Technical Director
- Social Media Administrator
- Training Camp Manager, Coaches
- Other volunteer or contract positions as created

The OWA follows the Volunteer Canada Safe Steps Screening Program (<https://volunteer.ca/screening>). Screening is a process that helps match people with volunteer positions while improving the quality and safety of the programs and services offered in communities.

Ten Steps of Screening – An Ongoing Process

1. Assessment: The OWA will identify and assess the risks and essential components of each program and related positions.

An assessment of the program, activity, position, and assignment determine:

- Level of service or quality standard
- Internal policy implications
- Legislative requirements
- Risks and liabilities

Assessing the potential risks of a position involves identifying:

- Who is the participant?
- What is the nature of the activity?

- What is the setting?
- What is the level of supervision?

2. Position – Assignment: The OWA will write meaningful, complete and accurate position descriptions.

Descriptions clearly articulate bona fide requirements and level of risk that were identified during the assessment.

- The organization
- Scope of the activity
- Requirements of the position/assignment
- Benefits and opportunities
- Screening practices

3. Recruitment: The OWA will develop fair and consistent selection systems and include key information about the organization and position in promotional materials.

Recruitment plans and practices need to be carefully planned and clearly communicated that include selection systems that are:

- Fair
- Consistent
- Appropriate for the position or assignment

4. Application: The OWA will request standard information about the applicant and specific information related to the position.

A standardized application form will be used for all volunteer positions and assignments that:

- Collects basic information to process the application
- Asks questions directly related to the bona fide requirements of the position or assignment
- Respects human rights legislation
- Requests reference information and consent
- Requests a Police Check or Vulnerable Sector Check, if required

5. Interview: The OWA will develop specific questions and a consistent interview format for each position, with accurate and objective written records.

An interview provides an opportunity to talk with candidates about their skills, interests, qualifications, and personal goals to help determine if there is a potential match within the organization and will:

- Have a standard set of questions
- Establish a comfortable environment
- Explain the selection process
- Describe the position or assignment based on the written description

- Outline the screening process
- Document responses

6. References: The OWA will check references in accordance with pre-determined position requirements and comply with legislation.

References need to be checked in accordance with the requirements of the position or assignment and in compliance with relevant legislation including human rights, protection of privacy, and access to information. The standing of regulated professionals should be verified.

7. Police Checks: The OWA will assess the risks associated with the position to determine whether or not a Police Check or Vulnerable Sector Check is required and review information from the Police Check or Vulnerable Sector Check as it relates to the requirements of the volunteer assignment. Depending upon the policies, legal requirements, and the level of risk of the position/assignment, a Police Check may be requested to help assess the suitability of an applicant, with the following considerations:

- Which type of Police Check, if any, is required for the position/assignment?
- Can the assignment begin before the results are received?
- How will a determination be made about the relevance of police information to the position/ assignment?
- How often are Police Checks to be done?

8. Orientation and Training: The OWA will provide clear information about the mission, values and policies of the organization and the specific tasks, procedures and scope of the position. Orientation and Training can be done in groups and/or on an individual basis to provide information and continue to assess the suitability of the match.

9. Support and Supervision: The OWA will provide appropriate support and supervision and offer volunteers the ability to give and receive feedback.

Ongoing support and supervision are an essential part of ensuring that the match between people and assignments continues to be mutually beneficial, to maintain and improve quality and safe programs and services, and to reduce risks and liabilities.

10. Follow-up and Feedback: The OWA will proactively seek feedback from program participants, clients, patients and family members.

A clear follow-up system with program participants and their family members is an important part of monitoring the suitability of the match, the quality of the programs and services, and exposure to risks and liabilities. All parties need to know who they can contact if they are concerned about the actions or inactions of a volunteer.