



PO BOX 40081 Dupont PO, Toronto, ON M5R 0A2

APPROVALS

July 17, 2019

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FREESTYLE ONTARIO **VOLUNTEER & STAFF SCREENING POLICY**

This policy is to ensure that Freestyle Skiing Ontario (“FSO”) has taken due diligence to protect:

- Individuals under the age of 19 who are competitors;
- Volunteers at an FSO event who interact with competitors;
- the integrity of cash management and financial transactions; and
- the handling of confidential information under the Privacy Act any other vulnerable sector as determined from time to time.

by means of screening any FSO staff¹, and volunteers involved in these areas.

An FSO conducted event can be defined as a competition or program that is immediately supervised by FSO or contracted individual and/or volunteers. This encompasses all of FSO’s programs including but not limited to Canadian Series, Timber Tours, Juniper Jams etc².

Policy Statement

FSO volunteers and staff may be screened via this policy. Each volunteer and staff position has been assigned a risk level and a screening level according to FSO’s Screening Levels Chart (Appendix 1) and Screening Levels Guidelines (Appendix 2) based on the nature of that particular role. In general, the risk level increases as the staff, or volunteer’s direct supervision and authority over a youth (a person 19 years of age and under), cash management or other vulnerable sectors increases.

Police Check:

¹ Staff includes any individual contracted to provide services to FSO

² Note: The responsibility for screening volunteers and staff at provincial FSO and club conducted events that are sanctioned by FSO or represent a FSO program is the responsibility of FSO. This policy will be made available on the website for reference with the recommendation that it be reviewed and implemented where they deem the policy applicable.



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A clean police record check is a condition of:

- employment; and
- assignment to a volunteer position for any staff or volunteer position at FSO that works directly with athletes under the age of 19.

This policy identifies risk in order to protect a particularly vulnerable segment of FSO's competitors and volunteers from harassment and abuse. The corresponding screening level will determine the minimum security screening that the individual will be subject to in order to satisfy this policy and be granted approval to volunteer or work at a FSO conducted event.

FSO will accept a criminal record check issued within 12 months of the FSO event. A criminal records check submitted by an FSO staff or volunteer shall be valid for the duration of their time with FSO. A criminal records check submitted by a volunteer will expire five years from the date of issue.

FSO will incur the cost of a criminal records check or driver's abstract required under this policy.

FSO Staff and Volunteer Screening Process

1. Each staff and volunteer position at FSO conducted events have been assessed a screening level according to FSO's Screening Levels Chart and Screening Levels Guidelines.
2. Positions assessed as L2 or L3 in Appendix 2 are identified as requiring supplemental screening (ie. criminal records check).
3. Each FSO staff member that is supervising an FSO conducted event is responsible for ensuring that the necessary screening has been completed for the individuals assigned to that event.
4. All screening of the individuals assigned to FSO conducted events shall be completed prior to these individuals assuming their responsibilities.
5. FSO reserves the right to reject an applicant based on the results of this screening.



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APPENDIX 1
SCREENING LEVELS CHART

Screening Level	Assignment Functions/Risk Levels	Screening Required
L1	Low risk assignments where:	Basic screening consisting of at least one of the following:
	Individuals are not in a supervisory role or directing others.	Orientation and/or Training Application Form, Resume, Curriculum Vitae
L2	Assignments requiring qualification checks:	Screening process L1 plus:
	Individuals are in a position that requires proof of specific qualifications or clean records.	Driver Abstract or Medical Certificate
L3	High risk assignments where:	Screening process in L1 & L2 plus:
	Individuals are in a position that requires proof of specific qualifications or clean records.	Driver Abstract or Medical Certificate



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Screening Levels Guidelines Appendix 2

L3 – Positions requiring Criminal Records Check

- All FSO staff;
- Those volunteers that are in direct contact with athletes as a function of their volunteer responsibilities; and
- Any other participant in the FSO.

L2 – Positions requiring Supplemental proof of qualifications

Staff/Volunteers

- Any staff or volunteer driving a vehicle owned by FSO or arranged by agreement with a rental agency or car sponsor must submit to a driver abstract.

Volunteers/Others

- Any provincial representative that is driving a provincial team van supplied by FSO at an FSO approved event must submit a drivers abstract;

L1 – Positions requiring Training and/or Orientation

Any staff, or volunteer not listed in L2 or L3 above should have filled out an application form or provided FSO with a resume or curriculum vitae. FSO will ensure this person is provided with appropriate training and/or orientation to fulfill their role. These individuals should understand and agree to comply with the following FSO policies:

- FSO Recognition & Prevention of Abuse policy;
- FSO Code of Ethics policy;
- FSO Privacy policy; and
- FSO Screening policy.

Level 1 (L1):

Low Risk Assignments

The screening of individuals with assignments at this risk level will consist of at least one of the following plus the aforementioned pre-screening measures.



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1. Application Form

The application form is an effective means by which to relay detailed information (such as duty descriptions), collect data about a candidate's qualifications, outline specific screening requirements and obtain permission to perform security checks. The completion of an application form is not practical for all staff and volunteer roles within FSO conducted events and may be replaced by a resume or curriculum vitae. However, whenever possible the use of an application form is recommended.

2. Training

A trained volunteer or staff member is better suited to perform their duties and adhere to this policy. During training FSO can clearly outline any pertinent policies further reducing risk. An

orientation or training session also allows qualified staff or volunteers to observe individuals in a 'work environment' adding another dimension to the screening process.

3. Supervision

All volunteers and staff should have regular supervision. This is particularly true of individuals who have been placed in high risk assignments. The presence of a staff or volunteer supervisor will create an atmosphere which deters inappropriate action.

Level 2 (L2): Assignments Requiring Qualifications Checks

The screening of individuals with assignments at this risk level will consist of at least one component of L1 plus the following.

1. Qualifications Check

There are roles within a FSO conducted event that require proof of specific qualifications or clean records in order for an individual to be granted clearance. This check can be unrelated to the primary goal of this policy however the nature of the duties contains a level of risk that necessitates supplementary documentation. A qualifications check most often takes the form of a certificate (driver abstract or medical certificate) which is provided by the individual, or obtained by FSO, prior to the individual assuming their responsibilities.

Level 3 (L3): High Risk Assignments



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The screening of individuals with assignments at this risk level will consist of at least one component of L1 plus the following.

1. Criminal Records Checks

Individuals seeking a role involving direct supervision of, regular one-on-one interaction with, and/or authority over a youth (person 19 years of age and under), any other vulnerable sector, or cash management may be required to submit a criminal records check to FSO. The need for a criminal records check will be made clear to the individual early on in the application process. Simply requesting criminal records checks signals to everyone involved (volunteers, staff, partners, competitors, parents, guardians) that FSO is diligent about volunteer and staff screening at FSO conducted events. The criminal records check will be submitted to FSO prior to the individual assuming their responsibilities.

- If the individual is already in possession of a valid criminal records check (issued within one year prior to FSO conducted event in question) they are to submit a copy to FSO;
- If the individual is not in possession of a valid criminal records check, one must be obtained via FSO's criminal records check service, BackCheck;
- The supervising FSO staff will send a standard email to the individual outlining that their position at a FSO conducted event has been identified as one which requires a criminal records check. This email will notify the individual that a second email will follow from BackCheck with instructions on how and where to complete an on-line criminal records check (Appendix 3);
- BackCheck's Criminal Record Checks are compliant with PIPEDA and Canadian privacy and human rights legislation. BackCheck's Criminal Record Checks are based on information maintained on file by the Canadian Police Information Centre (CPIC);
- The results of the criminal records check will be submitted in confidence to FSO;
- Human Resources within 24 hours of on-line submission. FSO Human Resources will determine if the results of the criminal records check compromises or confirm the individuals eligibility for the position in question. If they are no longer eligible they will be notified to that effect by FSO Human Resources. If the results confirm their eligibility, FSO will inform the supervising FSO staff of the individuals clear status; and
- Once a volunteer has submitted a criminal records check and has been approved for a role



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within a FSO conducted event their criminal records check will be valid for five years from the date of issue. Approved criminal records checks for FSO volunteers and staff will be valid for the duration of time with FSO.



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APPENDIX 3

STANDARD SCREENING E-MAIL

The procedure of obtaining a criminal record check is to be standard across FSO. This appendix is meant to act as a guide and template in developing an appropriate email for FSO staff members to provide to individuals that are required to obtain a criminal record check under this policy.

Hello <<Name>>,

Your (volunteer or employment) position has been identified as requiring a criminal records check in accordance with FSO's Staff and Volunteer Screening Policy because of {SELECT ONE - your potential direct supervision of and authority over a youth (person under 19), other vulnerable sector or cash management}.

As such, you must procure a criminal records check prior to assuming your responsibilities with FSO.

How to proceed:

1. If you have a criminal records check that has been issued within 12 months prior to the FSO conducted event, you may submit a copy to FSO (1333 Dorval Drive, Suite 1, Oakville, ON, L6M 4X7, Attn: Human Resources) in order to satisfy the FSO Screening Policy.
2. If you do not have a criminal records check that has been issued to you within 12 months of the event you must complete the on-line records check via BackCheck, a convenient and confidential criminal records check service. An email will be sent to you by BackCheck with instructions on how to proceed. The cost of this check will be covered by FSO.

The results of your criminal records check will be sent to and kept confidentially by, FSO's Human Resources Department.

If you have any questions, please contact, title - supervising FSO staff, at 1-800-263-0009 ext. xxx.

Thank you for your cooperation in this matter.



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Regards,
Supervising FSO staff
Title