



DORCHESTER RINGETTE ASSOCIATION

Screening Policy

Purpose

1. Screening of volunteers is an important part of providing a safe environment among sport organizations which provide programs and services to youth. Dorchester Ringette Association is responsible, at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. Dorchester Ringette Association takes very seriously, and is committed to, fulfilling the duty of care it owes to its Members and Participants.
2. The purpose of screening is to identify individuals within Dorchester Ringette Association who pose a risk to children and youth.

Application of Policy

3. Not all personnel affiliated with Dorchester Ringette Association will be required to undergo screening through a Vulnerable Sector Check (VSC), as not all positions pose a risk of harm to Dorchester Ringette Association or its Members and Participants.
4. Persons who will be subject to screening through a VSC are those who work closely with minor athletes and who occupy positions of trust and authority within Dorchester Ringette Association programs. Such 'Designated Positions' include:
 - a) Any volunteer appointed to accompany a Dorchester Ringette Association team to an event or competition whether as a coach, manager, chaperone, driver or official in another role.
5. It is the Dorchester Ringette Association's policy that:
 - a) All positions will have a clear set of guidelines about appropriate behaviour and conduct; and
 - b) The recruitment process for all Designated Positions may involve:
 - a. Requiring the candidate to complete an application form for the position;
 - b. Interviewing the candidate for the position;
 - c. Checking a minimum of two references, one of which will be specific to working with children or youth;
 - d. VSCs will be mandatory for all persons in Designated Positions. There will be no exceptions;
 - e. Failure to participate in the VSC process as outlined in this policy will result in ineligibility for the Designated Position;
 - f. Dorchester Ringette Association will not knowingly fill a Designated Position with a person who has a conviction for a 'Relevant Offence' as defined in this Policy;
 - g. A person in a Designated Position will be provided an orientation session that will explain performance expectations and provide the training necessary for satisfactory performance; and



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h. If a person in a Designated Position subsequently receives a conviction for, or be found guilty of, a Relevant Offence, he/she will report this circumstance immediately to Dorchester Ringette Association.

Records

6. The Dorchester Ringette Association will retain copies of VSCs. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

This Policy is subject to review at least once every three years
Date of last review: May 2016