

Chatham Pool Sharks

Volunteer and Staff Screening and Training Policy

Section	Risk Management
Subject	Volunteer and Staff Screening Policy
Authorized by	Board of Directors

All staff, coaches, directors, and volunteers are held to the applicable policies outlined by Swim Ontario and to the policies and bylaws of Chatham Pool Sharks. In addition to the CYPS Policy on Comprehensive Code of Conduct and Ethics, all staff and volunteers must submit a Police Information Search, including Vulnerable Persons Sector in accordance with the procedure noted below.

Screening Process:

The Chatham Pool Sharks will conduct the following screening process for CYPS coaches, staff, volunteers, and directors.

Position Design:

Clearly identify and define the positions. Develop and maintain descriptions that define responsibilities, expectations and accountability structure for each staff and volunteer position

Formal Recruitment Process:

Post all coaching and volunteer positions and indicate that screening is a part of the process.

Conduct Interviews and Reference Checks:

As applicable and relevant to the position

Criminal Record Check (see below)

All coaches, staff, directors, and volunteers will be subject to Criminal Record Checks, and include the vulnerable sector check

Training and Orientation

Provide relevant training and orientation applicable to the position

Evaluation

Provide opportunities for evaluation or check in

Background Check Policy

A satisfactory Police Information Search – including Vulnerable Persons Sector, is required as a condition for all coaches; volunteer or otherwise, and CYPS Board members. Thereafter, CYPS will collect, at a minimum, an up-to-date information search for all individuals continuing to coach and/or remain a board member after every 3-year period.

All coaches and board members are required to submit an Annual Offence Declaration for each of their off-cycle years, (years in which they are not required to provide a Police Information Search). Returning coaches and board members do not have to provide a new police information search if their break in service is less than 13 months.

Notwithstanding the above statements, the CYPS reserves the right to request an up-to-date Police Information Search from any coach or board member at its discretion. *Note: Coaches and board members are required to immediately advise the CYPS in the event of a change to their police record.*

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Failure to complete the Annual Offence Declaration Form is a breach of the Police Records Check Policy of the CYPS.

Chatham Pool Sharks

Criminal Offence Declaration

Name: _____

Position: _____

I _____, hereby declare that:

I have no convictions or outstanding charges for offences under the criminal code of Canada 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 offences under the Criminal Code of Canada as specified for which a pardon under the Criminal Records Act (Canada) has not been issued or granted:

Signature of Applicant

Date
