

Football Ontario

Volunteer Screening Policy



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Volunteer Canada's Safe Steps Screening Program

Volunteer Canada's Safe Steps Screening Program provides an easy-to-use method for organizations to ensure that the people they serve are safe. The Safe Steps are much like a menu – you need only select those steps that apply specifically to positions within your organization. The key to a successful screening program is to use the steps in a way that best suits a specific position within your organization. The 10 Safe Steps are:

- 1. Determine the risk.**
Organizations can control the risk in their programs. Examining the potential for danger in programs and services may lead to preventing or eliminating the risk altogether.
- 2. Write a clear position description.**
Careful position descriptions send the message that an organization is serious about screening. Responsibilities and expectations can be clearly set out, right down to the position dos and don'ts. A clear position description indicates the screening requirements. When a volunteer changes positions, the screening procedures may change as well.
- 3. Establish a formal recruitment process.**
Whether an agency posts notices for volunteer positions or sends home flyers, they must indicate that screening is part of the application process.
- 4. Use an application form.**
The application form provides needed contact information. If the volunteer position requires other screening measures (medical exam, driver's records, police records check), the application form will ask for permission to do so.
- 5. Conduct interviews.**
The interview provides not only an opportunity to talk to the potential volunteer about their background, skills, interests, and availability, but also to explore any doubts about the suitability of the candidate. In other words, the interview will help determine the "right fit".
- 6. Follow up on references.**
By identifying the level of trust required in the position and asking specific questions, the applicant's suitability may be easier to determine. People often do not expect that their references will be checked. Do not assume that applicants only supply the names of people who will speak well of them.
- 7. Request a Police Records Check.**
A Police Records Check (PRC) is just one step in a 10-step screening process. PRCs signal – in a very public way – that the organization is concerned about the safety of its participants.
- 8. Supervise and evaluate.**
The identified level of risk associated with a volunteer position will determine the necessary degree of supervision and evaluation. If the risk is great, it follows that the volunteer will be under close supervision. Frequent feedback in the first year is particularly important. Evaluations must be based on position descriptions.
- 9. Follow up with program participants.**
Regular contact with participants and family members can act as an effective deterrent to someone who might otherwise do harm. Volunteers should be made aware of any follow-up activities that may occur. These could include spot check for volunteer in high-risk positions.

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The Volunteer Position

- The Volunteer position is the single most important structure used to manage Volunteers.
- The Volunteer position description is the bases upon which to screen persons for participation as volunteers.
- The Volunteer position description contributes to involving and supporting persons for participation as Volunteers.
- The Volunteer position is often considered to be the greatest source of motivation for persons who volunteer.
- It follows that the design and descriptions of Volunteer position is a critical process toward the effective management of Volunteers and meaningful participations of Volunteers.

Volunteer Position Design & Description

Design Elements	Description Elements
1. Purpose (The reason for the volunteer position)	Purpose Statement
2. Outcomes (What the Volunteer position is intended to accomplish)	Outcome Statement (Results, impacts, directions)
3. Activities (What the Volunteer position does)	Roles, Responsibilities, Tasks
4. Requirements (What is required by the Volunteer Position)	Schedule, Commitment, Skills, Experience, Abilities, Qualifications, Costs, Qualities, Setting, Location
5. Supports (What is maintains the Volunteer position)	Orientation, Information, Education, Training, Supervision, Evaluation
6. Motivation (How the Volunteer position engages persons to participate)	Motivational Statements, Benefits
7. Limits (Expectations of the Volunteer)	Standards, Guidelines, Rules, Regulations, Procedures, Mandatory Activities, Screening Procedures

Purpose of Statement

1. Needs Statement:
A statement that establishes the reason for being of a Volunteer position
2. Functions Statement:
A statement that establishes broad limits on what a Volunteer position is intended to do.
3. Values Statement:
A statement that establishes broad limits on how a Volunteer position operates in its environment.

Purpose Statement

Example: Coach Position/Sports Organization

- (Needs Statement) - To ensure that participation in sports is safe, fun and friendly for children.
- (Functions Statement) - By leading, teaching and organizing.
- (Values Statement) - And through teamwork, integrity, honest, quality, and commitment to service.

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Volunteer Position Description – Football Ontario
Sample Template

Title of Position: _____ Purpose of Position:
Outcomes of Position:
Roles, Responsibilities, and Tasks:
Schedule and Commitment:
Skills, Experience & Other Requirements:
Setting & Location:
Orientation, Training & Other Support Provided:
Benefits:
Screening Procedures & Mandatory Activities:

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Volunteer Application

Organization Name

Applicant Information:

Name: _____

Address: _____

City/Town: _____ Postal Code: _____

Phone: _____ Res. _____ Bus. _____ Fax _____

Volunteer Involvements:

(current and/or previous)

Agency/Organization Volunteer Position

Volunteer Position Selection:

Please review the enclosed/attached volunteer position descriptions. Indicate below, your choice of position (s) in order of preference:

1. _____
2. _____

Why are you applying for the above volunteer position (s)?

Skills and Qualifications

Please provide information on your background relevant to the volunteer position (s) you selected.

1. _____
2. _____

Time Availability:

Please indicate all the dates and times when you are available to volunteer.

Monday	<input type="checkbox"/>	<input type="checkbox"/>	Saturday
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	Sunday
Wednesday	<input type="checkbox"/>		
Thursday	<input type="checkbox"/>		
Friday	<input type="checkbox"/>		

Time Available: HOURS:

Morning	<input type="checkbox"/>	_____
Afternoon	<input type="checkbox"/>	_____

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Evening _____

What Can You Expect:

- To be contacted for an interview.
- To receive orientation and training, if selected to volunteer.
- To have your performance evaluated as a volunteer.

Police checks and other background checks are required for designated positions.

(Signature of applicant)

Return this Application to:

Volunteer Application Review

Applicant Name: _____ **Application Reviewer:** _____

Application Review Date: _____ **Position:** _____

1. Volunteer Application is reviewed with Applicant to ensure all requested information is included.
2. Volunteer position descriptions are reviewed with Applicant.
3. Volunteer involvement and skills, experiences and qualifications of Applicant are discussed/clarifies in relation to Volunteer Position Selections.

4. Time Availability and commitment of Applications are reviewed in relation to Volunteer Position Selections.

5. General Sustainability: _____

6. One Volunteer Position is selected for the Interview Process

I. Position: _____

II. Interview Date: _____

Application is withdrawn Application is put on hold

Explanation: _____

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Volunteer Interview Sample format for COACH

Candidate Name: _____ Interview Date: _____

Interviewer Name: _____ Volunteer Position: _____

Motivation:

- Questions related to reasons for volunteer involvement with the particular volunteer position.
- Example, Why would you want to volunteer as a Coach with our organization? In what ways will volunteering with our organization contribute to meeting your personal goals? What would you like to see happen as a result of your volunteer involvement?

Skills & Experience:

- Questions related to core abilities required by the particular volunteer position.
- Examples:
 - o Roles of Leader: How do you build a team? Describe your approach to leadership. In what ways could you improve as a leader?
 - o Roles of a Teacher: What is your approach to teaching? Describe the experience you have working with children. How could you improve as a teacher?
 - o Roles of an Organizer: How do you manage your time? How would you build a support team to assist you? Describe how you would organize an activity i.e. a practice.

Qualifications:

- Questions related to certified competencies required by the particular volunteer position.
- Example: Teaching Certification, Early Childhood Education Certificate, Coaching Certifications
- Other Certifications not required of the particular volunteer position but with transfer value.

Situations:

- Questions related to behaviours expected of the volunteer, in different circumstances that involve the particular volunteer position.
- Examples:
 - o A child is acting out, disturbing other children in a group or team. What are possible causes for their behaviour and how do you manage it?
 - o A child arrives at a game bruised on the face. You do not recognize the child, and assume the child is a player of the other team. What do you do?
 - o In selecting players for games, how would you deal with the varying athletic levels of the children you coach?
 - o You are confronted after a game by a parent who is visibly angry and directs insults at you. The parent is upset because of your decision not to include his/her child in the game. How do you respond?

Values:

- Questions related to attitudes or behaviours expected of all volunteers, regardless of the volunteer position.
- Examples: Describe the qualities of the ideal volunteer. What do you consider to be most important in working relationship? What expectations do you have from the persons you work with? In the course of a game, you make a decision you believe is in the best interest of the organization and children served. Your supervisor disagrees with your decision and considers taking disciplinary action against you. How do you respond?

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Volunteer Management Checklist

Name of Volunteer: _____ Address: _____

Telephone Number: (H) _____ (C) _____ (B) _____

Screen	Description	Date	Details
Application Process	*Volunteer application received		
Application Review	*Volunteer application reviewed with applicant		
Information Review	*Volunteer positions reviewed with candidate *Mutual expectations reviewed with candidate		
Interview Process	*Candidate interviewed		
Interview Assessment	*Suitability of applicant determined *Candidate informed of decision *Appropriate background checks applied List them		
Involvement Review	*Volunteer provided with orientation *Probationary period established *Probationary agreement signed by volunteer		
Pre-Placement Assessment	*Volunteer participation monitored *Probationary appraisal conducted		
Placement Process	*Placement agreement developed & signed by volunteer *Volunteer participation: monitor follow-up *Placement appraisal conducted *Exit interview conducted		
Placement Process	*Incident report received *Recognition report received *Other Feedback		

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Police Records Check

Certain positions are required to submit a Police Records Check prior to appointment with the Club.

Police Records Check and Unacceptable Behaviours

Each Club needs to set out clear guidelines that identify how your Club will deal with an applicant's Police Records Check that shows a previous conviction or police contact. Your Club may decide that an individual whose Police Records Check establishes any of the unacceptable behaviours identified by your Club, will automatically preclude them from filling a volunteer role and may be rejected as an applicant or dismissed from any volunteer position from the Club.

Ontario Football recommends that each club nominate one (1) executive member to act as the Club's Screening Representative. This person will be the only club member responsible for viewing PRC's and documenting the submitted checks.

These unacceptable behaviours may include, but are not necessarily limited to, the following:

- Sexual offences
- Violent or threatening behaviour against children or adults
- Conduct against public morals (i.e. prostitution)
- Substance or chemical abuse
- Violation of a position of trust including theft or fraud
- Criminal driving offences, including but not limited to impaired driving

It is suggested Football Ontario Club's have policies in place that indicate that the Club will examine PRC's that reveal any criminal code conviction, charge without disposition or police contact, to determine the acceptability of the applicant for a staff or volunteer position.

Applications whose PRC reveal a criminal conviction outside of the unacceptable behaviours or police contact should be given the opportunity to discuss the information revealed in their PRC with the Clubs designated individual, perhaps with the President of the Club.

- Consideration should be given to the following:
- The nature of the offence for which the applicant was convicted (details including how long ago it took place)
- Relevance to the position is it a bon a fide requirement of the nature of the position
- Efforts made in rehabilitation
- Achievements of the applicant since receiving the conviction
- The character and degree of vulnerability of the client group served and the organization's duty of care to the participants, to the staff and to the community.
- The potential risk involved in the position and its activities, the setting in which it took place, and the way in which it is supervised.

If a decision is made to accept an applicant with a criminal record, the police check is returned to the applicant. NO information other than the fact that a check was done is recorded. If an applicant is not accepted because of the information received from the police check, the application should be told why, and the information is returned to the applicant. In either case, both the decision and the discussion should be documented. Clubs will also have to decide how often they will require a PRC. Clubs may decide to request the PRC every year, every two years, etc. However, the Club should reserve the right to request a current PRC if there are reasonable grounds to suspect that the PRC is no longer accurate. Clubs need to check with their local Police Department on the process employed for PRC. Some departments allow clubs

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to submit on behalf of team officials and some do not. Some departments have no fee for or a not-for-profit/charity fee.

**Police Records Check
Applicant Declaration and Review Form**

To (Name of Football Ontario Club):

Section A: (to be completed by applicant)

Name of applicant: _____

Date of Police Records Check: _____

Police Service Providing Check: _____

I declare the Police Records Check of the Police Service noted above, does in fact relate to me.

Applicant's Signature

Date

Section B: (To be completed by the screening representative)

Date of Review of the Police Records Check: _____

The police records check did not include any information about any criminal code convictions, charges without disposition or police contacts which would prevent this individual from being accepted for a volunteer or staff position with the _____ Football Club, according to the current policies.

Screening Rep Signature

Date

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**CLUB SCREENING REPRESENTATIVE
OATH OF CONFIDENTIALITY**

This agreement made this _____ day of _____ 20 _____

Between:

Football Club

AND

Name

I understand that all information directly or indirectly received through my involvement with the Ontario Football Club, is to be kept strictly private and confidential. This would include all business related to the Club (i.e. financial information, personal issues relating to staff and other volunteers, and participant/family information).

A break of in this oath of confidentiality may result in my being asked to leave my position with the Ontario Football Club.

I have read and understand all of the above.

Screening Representative:

Date

Name

Witness:

Date

Name

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Screening Terminology:

Duty of Care:

The concept of duty of care identifies the relationship that exists between two persons (e.g. two individuals, an individual and an organization) and established the obligations that one owes the other in particular the obligation to exercise harm. The duty of care arise from the common law, as well as municipal, provincial, federal and international statutes.

Liability:

Liability refers to the duties, obligations or responsibilities imposed on a person by common law or by statute. As it is commonly used, we speak of a person or organization being held legally liable for something i.e., through a legal action or inaction in a particular set of circumstances and is required to pay damages to someone harmed as a result.

- **Occupier's Liability:** requires that the person (an individual, an organization in possession of premises owes a duty of care to those who come on the premises and must take responsible care to protect them from harm that might come through their programs, on their premises or at the hands of a third party on the premises.
- **Direct Liability:** deals specifically with the issue of fault
- **Vicarious Liability:** is the liability an organization takes on for the actions of those who function on its behalf.

Police Records Check:

The process of securing information from the police about individuals, as well s to describe the form or report in which information is provided. It may include a check of national or local and regional police records. At the end of the process, a report is issued. The report may simply identify whether or not someone has a criminal record, or it may provide details of actual offences. Just as the process varies among police agencies, so too do the report forms.

Position of Trust:

A position of trust identifies a setting in which someone is placed in a position of authority over another person in an ongoing relationship. A position of trust implies that someone has some degree of power over another, that the relationship is unequal. Individuals in positions of trust may be family member, friends, caregivers, volunteer, or employees. The question of where a position of trust exists depends on the relationship and on the degree of authority, reliance and dependence in it. And not on the question of payment or salary. People may also assume positions of trust with respect of finances, that than individuals.

Standard of Car:

The standard of care refers to the degree or level of service, attention, care and protection that one person owes another according to the law, usually the law of negligence. The required standard varies according to the circumstances of each situation, and determining the appropriate standard is often not a simple matter.

Volunteer:

A volunteer is an individual:

- Who chooses to undertake a service or activity; someone who is not coerced or compelled to do this activity.
- Who does this activity in service to an individual or an organization, or to assist the community-at-large.
- Who does not receive a salary or wage for this service or activity.

Vulnerable Person:

This term is used to denote individuals who have difficulty protecting themselves and are therefore at greater risk of harm. People may be vulnerable because of age, disability or handicap, or circumstances. Vulnerability may be temporary or a permanent condition.

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