



## SCREENING POLICY

The Ontario Ball Hockey Federation (OBHF) is committed to screening all volunteers, clinicians and guest coaches for the purpose of clinics, competitions, team travel and any other events the OBHF organizes as applicable.

### **Volunteer Screening**

The OBHF has a responsibility to children, young adults, parents and volunteers in its programs and is committed to adhering to the following policy to support the provision of sound, safe and healthy experience at OBHF league play and OBHF organized events.

Educating participants and volunteers about abuse and harassment is very important through the OBHF Abuse and OBHF Harassment Policies.

Related to screening, the OBHF recognizes its responsibility to:

- Appropriately screen any person who will have access to vulnerable people.
- Due to the positions of trust that are inherent in the provision of active, high quality sport activities organized by the OBHF and OBHF member leagues, volunteers will be required to undergo a screening process based on the duties assigned by the OBHF or member OBHF leagues. This policy applies to all directors, volunteers, clinicians, coaches, athletes and members of OBHF at the provincial level.
- All volunteers will be required to complete a Police Record Check – specifically a Police Vulnerable Sector Check.
- The forms to complete the Police Record Checks will be given to all volunteers to complete and return to the League President (league play) or OBHF President (OBHF events) and kept on file.
- Police Checks: For the purposes of this policy, persons who will be subject to a Police Record Check are those who work closely with children and who occupy positions of trust and authority. Such “designated positions” include:
  - Paid and volunteer clinicians and guest coaches
  - All Directors of the Board

It is the OBHF’s policy that:

- Police Vulnerable Sector checks will be mandatory for all persons in volunteer positions working with minors under the age of 18; there will be no exceptions. Failure to participate in the Police Vulnerable Sector check process as outlined in this policy will result in ineligibility for the designated volunteer position at competitions, clinics and for team travel, or any other event organized by the OBHF or OBHF member leagues.

### **Volunteer Screening and Police Check Policy**

The OBHF accepts Police Checks as being valid for a period of three (3) years, with a new Check required in the fourth year. All Police Check information is confidential and will only be released to the OBHF President or OBHF member league President. The Police Check Policy is as follows:

1. Each person subject to this policy will obtain a Police Reference Check. Volunteers and clinicians, guest coaches must apply directly to their local police department.
2. Applicants will submit the original copy of their Police Record Check to the President of the OBHF and/or OBHF member league President, in an envelope marked "Confidential".
3. The president will review all Police Record Checks received and will determine whether the Police Record Check reveals a relevant offence. If a person's Police Record check does contain a relevant offence, the President will notify the person that the person is not eligible for the "designated position" and the person will not be eligible to act as a volunteer, clinician or coach with the OBHF or the OBHF member league.
4. The results of the completed Police Check are recorded on a Volunteer Screening Log along with date of the original check and date of future renewal required.
5. Police Record Checks are valid for a period of three years. The President will notify individuals when a new Police Check is required.
6. The original Police Check is returned to the applicant – the OBHF does not retain the records, however the OBHF and OBHF member leagues will retain dated records of its communications with the person submitting the Police Record Check. 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 a legal or disciplinary proceeding.

Approved OBHF Board of Directors April 2016