



FLATWATER PADDLING YUKON (FPY)
Whitehorse, Yukon

VOLUNTEER and STAFF SCREENING POLICY
Accepted by board February 23, 2107

Volunteer Policy

All policies and practices pertaining to volunteers and staff will be fully documented and clearly communicated to volunteers. Flatwater Paddling Yukon (FPY) reserves the right to make changes to the volunteer policy and procedures from time to time.

Volunteer Procedure

The FPY Executive will review the volunteer policy and procedures on an annual basis.

Any FPY member can submit proposed changes to the policy.

The FPY Executive will review the proposed changes recommending approval or not.

Volunteers will be informed of any change in the policy and/or procedures.

Screening Policy

This Policy applies to all individuals whose position (volunteer or hired staff) with FPY is one of trust or authority which may relate to, at a minimum, finances, supervision, young people, or people with a disability.

FPY will determine which individuals will be subject to screening using the following guidelines (variations from the guidelines are at the sole discretion of the FPY Executive):

Level 1 – Low Risk - Individuals involved in low risk assignments who are not in a supervisory role, not directing others, not involved with financial/cash management, and/or do not have access to minors or people with a disability. Examples:

- a) Parents, youth, or volunteers who are helping out on a non-regular informal basis

Level 2 – Medium Risk – Individuals involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with financial/cash management, and/or who may have limited access to minors or people with a disability. Examples:

- a) Assistant coaches or volunteer head coaches of a club
- b) Coaches who are typically under the supervision of another coach



Level 3 – High Risk – Individuals involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with financial/cash management, and who have access to minors or people with a disability. Examples:

- a) Full time coaches
- b) Coaches/chaperones who travel with athletes
- c) Coaches/chaperones who could be alone with athletes

Screening Procedures

1. Level 1 individuals will:
 - i. Complete an Application Form (see Annexe 1) indicating that the individual has read and understands FPY's policies and procedures, when deemed necessary.
 - ii. Provide the name of one reference person that the screener may contact
 - iii. Participate in orientation as determined by the FPY
2. Level 2 individuals will:
 - i. Complete and provide a Criminal Record Check (CRC) from the RCMP
 - ii. Complete a Screening Disclosure Form (see Annexe 2)
 - iii. Complete an Application Form indicating that the individual has read and understands the FPY's policies and procedures
 - iv. Provide the name of one reference person that the screener may contact
 - v. Participate in orientation as determined by FPY
 - vi. Provide a driver's abstract, if requested
3. Level 3 individuals will:
 - i. Complete and provide a CRC and Vulnerable Sector Verification (VSV) from the RCMP
 - ii. Complete a Screening Disclosure Form
 - iii. Complete an Application Form indicating that the individual has read and understands FPY's policies and procedures
 - iv. Provide the name of one reference person that the screener may contact
 - v. Participate in orientation as determined by FPY
 - vi. Provide a driver's abstract, if requested

Screener Designation

A *designated screener* will be appointed by the FPY board. This individual will be a FPY board member and will be responsible for:

- Ensuring that forms are filled out clearly and in a timely manner. All forms will be completed and screened prior to a volunteer's placement.
- Ensuring that Level 2 and Level 3 volunteers (or staff) who were engaged with FPY prior to the implementation of this policy complete the required screening



documents. Compliance with this agreement is a condition of their further participation in their position.

- The results of criminal record checks will be documented, signed and dated. The file will indicate whether the report was clear or unclear but will not keep any abstracts.

Orientation Policy

All volunteers will receive an orientation to the Flatwater Paddling Yukon, its aims and objectives, and all pertinent safety procedures and policies to the work to which the volunteer has been assigned. All volunteers will receive complete and timely training to ensure they are fully qualified to perform their assigned duties. FPY will ensure efficient and effective supervision of volunteers.

Orientation Procedures

Designated FPY members will provide initial and ongoing training by means of a mentor system to support program volunteers.

The mentor can be an experienced volunteer who is partnered with a new volunteer, a staff member, or a board member.

Mentors will provide day to day consultation, support, and direction as required

Volunteers/Chaperones for Travelling

Whenever possible, there will be a minimum of 2 coaches/chaperones for trips involving minors. All adults traveling with athletes are considered Level 3 individuals, and as such, must comply with the applicable screening.

If there are both male and female athletes, there should also be both male and female coaches/chaperones.

FPY will encourage parents to act as chaperones for trips when possible.



Annexe 1

Application for volunteer/employment position

Name: _____

Contact information

Phone: _____

Email: _____

Position applying for: _____

Relevant experience (if any):

Qualifications (if any):

I agree that I have read and understand Flatwater Paddling Yukon's policies and procedures. I agree that when working as a volunteer/employee with FPY I will adhere to these policies and procedures.

I understand my acceptance in this position is dependent on the successful screening process, as outlined in the FPY Volunteer and Staff Screening Policy.

Signed: _____

Date: _____



Annexe 2

Screening Disclosure Form

NAME: _____
First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province / Territory Postal Code

DATE OF BIRTH: _____ **GENDER:** _____
Month/Day/Year

CLUB: _____ **EMAIL:** _____

Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements as required by the Flatwater Paddling Yukon's Screening Policy.

- 1. Have you ever been convicted of a crime for which a pardon has not been granted, including possession or trafficking of an illegal substance?** Yes _____ No _____ If yes, please describe below for each conviction:
Name or Type of Offense: _____
Name and Jurisdiction of Court/Tribunal: _____
Year Convicted: _____
Penalty or Punishment Imposed: _____
Further Explanation: _____

- 2. Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you?** Yes _____ No _____
If yes, please explain for each pending charge:
Name or Type of Offense: _____
Name and Jurisdiction of Court/Tribunal: _____
Further Explanation: _____

- 3. Has any civil court made a finding, judgment or ruling against you, or have you entered into an out of court settlement relevant to the profession of coaching, the sport or any other sport?**
Yes _____ No _____ If yes, please describe each finding, judgment or ruling below:



Civil Court Finding: _____ Out of Court Settlement: _____
Type of Offense or Finding: _____
Year of Offense or Settlement: _____
Penalty or Punishment Imposed: _____
Further Explanation: _____

4. **Have you ever been the subject of a decision of a court or tribunal that might reflect adversely on the profession of coaching, the sport or any other sport?**

Yes _____ No _____ If yes, please describe below:
Type of Offense: _____
Year of Decision: _____
Penalty or Punishment Imposed: _____
Further Explanation: _____

5. **Have you ever been dismissed from a position due to allegations of ethical or moral misconduct?**

Yes _____ No _____ If yes, please describe below:
Name of applicable Organization: _____
Date of Dismissal: _____
Reason for Dismissal: _____

6. **Have you ever been disciplined or sanctioned by an international sport body, by a National sport governing body outside Canada, by the Organization, or by any other body within Canada that governs the sport or any other sport?**

Yes _____ No _____ If yes, please describe below:
Name of applicable Organization: _____
Date of Discipline or Sanction: _____
Reason for Discipline or Sanction: _____

7. **Have you ever been disciplined or sanctioned by an independent body (sport body, private tribunal, government agency, etc.) for which a pardon has not been granted?**

Yes _____ No _____ If yes, please describe below:
Name or Type of Offense: _____
Name and Independent Body: _____
Year Convicted: _____
Penalty or Punishment Imposed: _____
Further Explanation: _____

For more than one conviction please attach additional page(s) as necessary.



Certification

I hereby certify that the information contained in this application is accurate, correct, truthful and complete.

I further certify that I will immediately inform Flatwater Paddling Yukon of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in termination of membership and/or further discipline.

Signature: _____

Date: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, you consent and authorize FPY to collect, use and disclose your personal information, including all information provided on the Screening Disclosure Form, Criminal Record Check and/or Vulnerable Sector Verification for the purposes of screening, implementation of FPY's Screening Policy, administering membership services and communicating with other National Sport Organizations, Territorial Sport Organizations, Sport Clubs, and other organizations involved in the governance of the sport. FPY does not distribute personal information for commercial purposes.