



## **FA VOLUNTEER & STAFF SCREENING POLICY**

**Version 2, August-26 2019**

This policy is to ensure that Freestyle Skiing Alberta ("FA") has undertaken due diligence to protect:

- individuals under the age of 19 who are competitors;
- volunteers at an FA event who interact with competitors;
- the integrity of cash management and financial transactions;
- the handling of confidential information under the Personal Information Protection Act (PIPA); and
- any other vulnerable sector as determined from time to time.

by means of screening any FA staff<sup>1</sup>, and volunteers involved in these areas.

An FA conducted event can be defined as a competition or program that is immediately supervised by FA or contracted individual and/or volunteers. This encompasses all FA's programs including but not limited to Canadian Series, Provincial series, club events.

### **Policy Statement**

FA volunteers and staff shall be screened in accordance with this policy. Each volunteer and staff position has been assigned a risk level and a screening level according to FA's Screening Levels Chart (Appendix 1) and Screening Levels Guidelines (Appendix 2) based on the nature of that role. In general, the risk level increases as the staff, or volunteer's direct supervision and authority over a youth (a person under the age of 19), cash management or other vulnerable sectors increases.

### **Police Check:**

A clean police criminal record check is a condition of:

- employment; and
- assignment to a volunteer position for any staff or volunteer position at FA that works directly with athletes under the age of 19.

This policy identifies risk in order to protect a particularly vulnerable segment of FA's competitors and volunteers from harassment and abuse. The corresponding screening level will determine the minimum

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<sup>1</sup> Staff includes any individual contracted to provide services to FA.

<sup>2</sup> Note: The responsibility for screening volunteers and staff at provincial FA and club conducted events that are sanctioned by FA or represent a FA program is the responsibility of the entity conducting the event. This policy will be made available on the website for reference with the recommendation that it be reviewed and implemented where they deem the policy applicable.

security screening that the individual will be subject to in order to satisfy this policy and be granted approval to volunteer or work at a FA conducted event.

For a new staff person or volunteer FA will accept a criminal record check issued within 12 months prior to commencement of volunteering or employment. A criminal records check submitted by an FA staff person shall be valid for the duration of their time with FA. A criminal records check submitted by a volunteer will expire five years from the date of issue.

#### **FA Staff and Volunteer Screening Process**

1. Each staff and volunteer position at FA conducted events have been assessed a screening level according to FA 's Screening Levels Chart and Screening Levels Guidelines.
2. Positions assessed as L2 or L3 in Appendix 2 are identified as requiring supplemental screening (ie. criminal records check).
3. Each FA staff member that is supervising an FA conducted event is responsible for ensuring that the necessary screening has been completed for the individuals assigned to that event.
4. All screening of the individuals assigned to FA conducted events shall be completed prior to these individuals assuming their responsibilities.
5. FA reserves the right to reject an applicant based on the results of this screening.

**APPENDIX 1  
SCREENING LEVELS CHART**

Screening Level	Assignment Functions/Risk Levels	Screening Required
<b>L1</b>	<b>Low risk assignments where:</b>	<b>Basic screening consisting of at least one of the following:</b>
	Individuals are not in a supervisory role or directing others.	Orientation and/or Training Application Form, Resume, Curriculum Vitae
<b>L2</b>	<b>Assignments requiring qualification checks:</b>	<b>Screening process L1 plus:</b>
	Individuals are in a position that requires proof of specific qualifications or clean records.	Driver Abstract or Medical Certificate
<b>L3</b>	<b>High risk assignments where:</b>	<b>Screening process in L1 &amp; L2 plus:</b>
	Individuals are in a position that requires proof of specific qualifications or clean records.	Criminal Records Check

## Screening Levels Guidelines Appendix 2

L3 – Positions requiring Criminal Records Check in addition to requirements for L1 positions

- All FA staff; and
- Anyone given opportunity to be alone with an athlete or position that would allow authority or influence over an athlete.

L2 – Positions requiring Supplemental proof of qualifications in

Staff/Volunteers

- Any staff or volunteer driving a vehicle owned by FA or arranged by agreement with a rental agency or car sponsor must submit to a driver abstract; and
- Comply with requirements for L1 positions.

L1 – Positions requiring Training and/or Orientation

Any staff person or volunteer must be a member of Freestyle Canada. Any staff person, or volunteer should have filled out an application form or provided FA with a written summary of their relevant experience and qualifications. FA will ensure this person is provided with appropriate training and/or orientation to fulfill their role. These individuals should understand and agree to comply with the following FA policies:

- FA Recognition & Prevention of Abuse policy;
- FA Code of Ethics policy;
- FA Privacy policy;
- FA and FC Concussion policy; and
- FA Screening policy.

**Level 1 (L1):**

## Low Risk Assignments

The screening of individuals with assignments at this risk level will consist of the following measures.

**1. Application Form**

The application form is an effective means by which to relay detailed information (such as duty descriptions), collect data about a candidate's qualifications, outline specific screening requirements and obtain permission to perform security checks. The completion of an application form is not practical for all staff and volunteer roles within FA conducted events and may be replaced by a written summary of relevant experience and qualifications. However, whenever possible the use of an application form is recommended.

**2. Training**

A trained volunteer or staff member is better suited to perform their duties and adhere to this policy. During training FA can clearly outline any pertinent policies further reducing risk. An orientation or training session also allows qualified staff or volunteers to observe individuals in a 'work environment' adding another dimension to the screening process.

**3. Supervision**

All volunteers and staff should have regular supervision. This is particularly true of individuals who have been placed in high risk assignments. The presence of a staff or volunteer supervisor will create an atmosphere which deters inappropriate action.

**Level 2 (L2): Assignments Requiring Qualifications Checks**

The screening of individuals with assignments at this risk level will consist of at least one component of L1 plus the following.

**1. Qualifications Check**

There are roles within a FA conducted event that require proof of specific qualifications or clean records in order for an individual to be granted clearance. This check can be unrelated to the primary goal of this policy however the nature of the duties contains a level of risk that necessitates supplementary documentation. A qualifications check most often takes the form of a certificate (driver abstract or medical certificate) which is provided by the individual, or obtained by FA, prior to the individual assuming their responsibilities.

**Level 3 (L3): High Risk Assignments**

The screening of individuals with assignments at this risk level will consist the requirements of L1 plus the following.

### 1. Criminal Records Checks

Individuals seeking a role involving direct supervision of, regular one-on-one (alone) interaction with, and/or authority over a youth (person 19 years of age and under), any other vulnerable sector, or cash management may be required to submit a criminal records check to FA. The need for a criminal records check will be made clear to the individual early on in the application process. Simply requesting criminal records checks signals to everyone involved (volunteers, staff, partners, competitors, parents, guardians) that FA is diligent about volunteer and staff screening at FA conducted events. The criminal records check will be submitted to FA prior to the individual assuming their responsibilities.

- If the individual is already in possession of a valid criminal records check (issued within one year prior to FA conducted event in question) they are to submit a copy to FA;
- If the individual is not in possession of a valid criminal records check, one must be obtained via FA 's criminal records check service, BackCheck or other service identified by FA;
- The supervising FA staff will send a standard email to the individual outlining that their position at a FA conducted event has been identified as one which requires a criminal records check. This email will notify the individual that a second email will follow from BackCheck with instructions on how and where to complete an on-line criminal records check (Appendix 3);
- BackCheck's Criminal Record Checks are compliant with PIPEDA and Canadian privacy and human rights legislation. BackCheck's Criminal Record Checks are based on information maintained on file by the Canadian Police Information Centre (CPIC);
- The results of the criminal records check will be submitted in confidence to FA;
- The FA executive director shall, within 24 hours of on-line submission, determine if the results of the criminal records check compromises or confirm the individuals eligibility for the position in question. If they are no longer eligible they will be notified to that effect by FA executive director. If the results confirm their eligibility, FA will inform the supervising FA staff of the individual's clear status; and
- Once a volunteer has submitted a criminal records check and has been approved for a role within a FA conducted event their criminal records check will be valid for five years from the date of issue. Approved criminal records checks for FA staff will be valid for the duration of time with FA .

### APPENDIX 3

#### STANDARD SCREENING E-MAIL

The procedure of obtaining a criminal record check is to be standard across FA. This appendix is meant to act as a guide and template in developing an appropriate email for FA staff members to provide to individuals that are required to obtain a criminal record check under this policy.

Hello <<Name>>,

Your (volunteer or employment) position has been identified as requiring a criminal records check in accordance with FA 's Staff and Volunteer Screening Policy because of {SELECT ONE - your potential direct supervision of and authority over a youth (person under 19), other vulnerable sector or cash management}.

As such, you must procure a criminal records check prior to assuming your responsibilities with FA.

How to proceed:

1. If you have a criminal records check that has been issued within 12 months prior to the FA conducted event, you may submit a copy to FA (140 Canada Olympic Road, Calgary, Alberta, T3B 5R5 Attn: Human Resources) in order to satisfy the FA Screening Policy.
2. If you do not have a criminal records check that has been issued to you within 12 months of the event you must complete the on-line records check via BackCheck, a convenient and confidential criminal records check service. An email will be sent to you by BackCheck with instructions on how to proceed. The cost of this check will be covered by FA.

The results of your criminal records check will be sent to and kept confidentially by, FA 's Human Resources Department.

If you have any questions, please contact , title - supervising FA staff, at [jaredlinden@freestylealberta.ski](mailto:jaredlinden@freestylealberta.ski)

Thank you for your cooperation in this matter.

Regards,  
Supervising FA staff  
Title