



**SPEED
SKATING
BC**

Employee & Volunteer Screening

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Procedures Last Updated: September 2021

Employee and Volunteer Screening

PURPOSE

As part of our commitment to creating a safe sport environment, BC Speed Skating is taking steps to ensure employees and volunteers participating in all BCSSA activities are screened with a thorough onboarding process, including Criminal Records Checks (CRC).

BC Speed Skating acknowledges employee and volunteer screening will help to create a safe and protected sport environment free from abuse and maltreatment for all BCSSA members.

DEFINITIONS

The following terms will have this meaning in this Policy:

“Individuals” – All categories of employees and volunteers within BCSSA, including but not limited to coaches, officials, event volunteers, official chaperones, directors, officers, administrators, staff, and team personnel.

“Applicants” – All individuals applying for an employee, contractor or volunteer position within BCSSA.

“Criminal Record Review (CRR)” – A search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record.

“Screening” - An examination and verification of a person’s credentials through an application and/or interview process.

“Screening Officer” – A designated individual who will be responsible for receiving, reviewing and recording all CRC’s and determining whether any CRC reveals a Relevant Offense.

“High-Risk Position” – Any employee or volunteer role that has direct contact with minor athletes where there is an opportunity for maltreatment or if in a position of trust with money.

“Rule of Two” - The goal of the Rule of Two is to ensure all interactions and communications are open, observable and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. There may be exceptions for emergency situations.

SCREENING STANDARDS

The screening process is intended to help prevent maltreatment and identify potential risks to the organization. Screening is based on two processes; personal interview and reference check and a Criminal Records Review.

The following table outlines the requirements based on position:

	Criminal Records Review	Interview & Reference Check
Coaches and Assistant Coaches (19 and over)	Required	Required
Coaches and Assistant Coaches (up to 19)	Not required	Required
Volunteers (19 and over) with opportunity to have unsupervised access	Required	Required
Volunteers (up to 19) with opportunity to have unsupervised access	Not required	Not required
Volunteers without access to youth and Vulnerable Adults	Not required	Not required
Chaperone	Required	Required
Club Board members with signing authority	Not required	Required
Club Board members without signing authority	Not required	Suggested
Officials	Not required	Not required
BCSSA Board members	Not required	Required
Employees	Required	Required
Contractors	Required	Required

Personal Interviews and Reference Check

1. As part of our organization's commitment to the prevention of maltreatment and organizational effectiveness, individuals identified in the chart above will be interviewed to determine suitability for the position and any potential risk of their involvement in the organization.
2. A Staff member or the volunteer who will be supervising the applicant will conduct the interview as the primary interviewer. It is recommended that two people be present for the interview.

3. As part of the interview process, a minimum of 2 references will be requested.
4. Reference Checks should be conducted by the staff member or volunteer who is supervising the applicant prior to the applicant starting work with the organization.
5. All members are required to agree to be bound by the BC Speed Skating Code of Conduct and abide by the letter and spirit of the organization's policies. Maltreatment in any form is strictly prohibited and may be grounds for termination or dismissal.

How to complete Personal Interviews and Reference Check

1. The personal interview in combination with a reference check has been shown to be one of the most powerful tools in preventing maltreatment in sport.
2. The interview is best conducted by 2 people, one of which should be the applicant's immediate supervisor.
3. A sample interview would be:
 - a. Explain the interview process
 - b. Describe the position the applicant is hoping to fill
 - c. Describe the screening process
 - d. Assess the applicant's skills for the position. Review the questions in the Sample Reference Check document for sample interview questions. The document can be found [here](#) or in Appendix 1.
 - e. Look for attitudes toward children, teamwork and working with parents.
4. Assess the applicant suitability for the position and their general demeanour as it relates to the culture of speed skating and particularly as it relates to the safety of our members.
5. The interviewers should obtain 2 references that relate to sport or the applicant's volunteer work if possible.
6. A sample Reference Check Questionnaire is available [here](#) or in Appendix 1.


Criminal Records Review

1. In accordance with the Criminal Records Review Act, all individuals who, in the course of their duties, have the potential to have unsupervised contact with children or vulnerable adults are required to have a Criminal Records Review,.
2. It is the responsibility of each Club and BCSSA to determine which roles within their Club or organization would have the potential to have unsupervised contact with children or vulnerable adults.
3. Clubs are responsible for advising the Screening Officer of those individuals who will require Criminal Records Review.
4. Individuals who decline to submit to a Criminal Record Review, do not complete the Criminal Record Review process in a timely manner or do not pass the Criminal Record Review are not allowed to hold a position where a Criminal Record Review is required.

5. Criminal Record Reviews must be renewed every 5 years.
6. Equivalent Criminal Record Reviews from other organizations may be accepted as long as they have been completed within the last 3 years.
7. Applicants may also be screened for offenses that occurred outside of Canada, which would be considered an indictable offense under the laws of Canada had the offense occurred in Canada.
8. If an individual is charged with or convicted of an offense, that person must report the charge or conviction to the organization within one (1) week. BCSSA may request the individual refrain from participation until their proceedings have been settled.
9. An individual's conviction of any Criminal Code offenses may result in termination from any designated positions, program, activity or event upon the sole discretion of the organization.

How to complete a Criminal Reference Check

1. Upon completion of the Personal Interview and Reference Check a person applying for a position that is identified as requiring a Criminal Records Review, the applicant's name should be submitted to the BC Speed Skating Screening Officer.
2. The BC Screening Officer is the Executive Director or their designate.
3. The following information is required"
 - a. Full Name of Applicant
 - b. Position within BC Speed Skating
 - c. Email address
 - d. Telephone number
 - e. If the applicant has an existing Criminal Records Review.
4. The BC Speed Skating Screening officer will submit the information to the BC Criminal Records Review Process.
5. All information will be kept confidential in accordance with BC Speed Skating's Privacy Policy.
6. The person requesting the Criminal Record Review and the applicant will be advised if the applicant has passed the screening and is able to work unsupervised with children or vulnerable adults.
7. An applicant may be required to provide further information to complete the Criminal Records Review, including fingerprints.
8. An applicant may begin work in their role prior to the Review being completed, but the Rule of Two must be maintained.
9. If an applicant does not pass or does not complete the screening process they are prohibited to hold a position where a Criminal Record Review is required.
10. Criminal Record Reviews must be renewed every 5 years.

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11. Equivalent Criminal Record Reviews from other organizations may be accepted as long as they have been completed within the last 3 years.
 12. Applicants may also be screened for offences that occurred outside of Canada, which would be considered an indictable offence under the laws of Canada had the offence occurred in Canada.
 13. If an individual is charged with or convicted of an offence, that person must report the charge or conviction to the organization within 1 week. BCSSA may request the individual refrain from participation until their proceedings have been settled.
 14. An individual's conviction of any Criminal Code offenses may result in termination from any designated positions, program, activity or event upon the sole discretion of the organization.

SUPPORTING DOCUMENT:

<https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check>

SCREENING OFFICER

1. The designated Screening Officer is the Executive Director. Alternatively, if a conflict exists, the Board Chair will assume the role as Screening Officer.
2. The designated Screening Officer is responsible for ensuring that BCSSA's screening policy is followed should an individual fail a Criminal Record Review or refuse to submit to secondary screening.

RECORDS

All records will be maintained in a confidential manner conforming to the British Columbia Personal Information Protection Act and BC Speed Skating's Privacy Policy and will not be disclosed to others except as required by law, or for use in legal, or disciplinary proceedings.

SUPPORTING DOCUMENT:

<https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check>

Appendix 1: Sample Reference Check Questions¹

Can be used for telephone, person-to-person, mail, or email checks.

To Start:

- Identify yourself and your organization
- Verify that you are speaking to the person named as a reference.
- Tell the person that (name of applicant) gave you permission to call for a reference and that you will keep the conversation confidential.
- Ask if this particular time is suitable and indicate how long the conversation will take.
- Explain what the applicant would be doing for your organization and the participant group they would be working with.

Sample Introduction Script:

Hello, my name is _____ and I am calling on behalf of BC Speed Skating. (Name of applicant) has applied to be a employee/volunteer with us doing _____. Your name has been provided as a reference. Do you have a few minutes to answer some questions?

Sample Questions (To be adapted to the specific job requirements)

- How long have you known the applicant?
- In what capacity do you know him or her?
- Would you say that you know the individual well? Slightly?
- What is your current relationship to the applicant?
- Describe your experience with the applicant?
- How would you describe the personality and temperament of this person?
- What do you remember most about this person – good? bad?
- How did the individual handle her or himself in your organization?

¹ Adapted from Safe Steps: A Volunteer Screening Process for Recreation and Sport, 1998 © Volunteer Canada, and Sport Nova Scotia in M.A.R.S. Making All Communities Safe, Community Mobilization Toolkit, January 2002

- Please comment if possible, on the following traits. How much or how little does this individual exhibit these traits?

dependability
trustworthiness
honesty
social skills

initiative
assertiveness
perseverance

- Has the person ever demonstrated any characteristic of temperament or personality that you believe would cause a problem if she/he were to take this position?
- Has a child ever complained about the conduct of this individual? If so, what was the nature of the complaint?
- Has a parent ever complained about the conduct of this individual? If so, what was the nature of the complaint?
- Would you be willing for this person to work on a one-on-one basis with your child?
- Does this individual promote and exhibit fair play practices? Give some specific examples.
- How well does this person work on their own? As part of a team?
- What would identify as this individual's strengths? Weaknesses?
- Would you recommend this individual to our organization?

Sample Organization-Specific Questions

1. It is important that our volunteers are reliable. Tell me about your experiences with (name of applicant) in regard to reliability.
2. What are (name of applicant's) strengths and weaknesses in regard to coaching people with disabilities?
3. It is important to us that BC Speed Skating's employees/volunteers are comfortable with being supervised or are able to work independently with little or no supervision. What is your experience with (name of applicant's) ability to accept being supervised or working independently?
4. This volunteer position requires handling many tasks at once and can be stressful at times. How does (name of applicant) deal with stressful situations?