



Policy Objectives

The Alberta Racquetball Association (ARA) is obligated and committed to taking reasonable measures to care for and protect the organization's assets and the well being of our athletes, particularly those in the vulnerable sector such as youth, seniors and persons with disabilities. The Volunteer Screening Policy describes the protocols and practices of the ARA with respect to ensuring due diligence.

Scope

This Policy applies to any person that has decision-making power for the Association, is responsible for Association assets, or is in a position of trust or authority. This includes but is not limited to: board members, committee members, coaches, and chaperones. The Association reserves the right to screen any individual volunteering for the Association and to deny individuals that refuse the screening process.

Definitions

Position of trust/authority: An individual who has a significant degree of authority or decision-making power over another individual or vulnerable person, or unsupervised access to a vulnerable person and their property.

Vulnerable person: An individual who is in a position of dependence on others or is at a greater risk than the general population of being harmed by a person in a position of trust. Examples include but are not limited to youth under the age of 18, seniors over the age of 65, or those with a disability (mental or physical disability or mental illness).

Policy

As recommended by Volunteer Alberta, the ARA employs a 10-Step Process to ensure proper screening:

Pre-Appointment

1. **Determine the risk:** All positions have undergone a risk assessment, which is included in this policy.
2. **Provide clear position descriptions:** Detailed descriptions of the responsibilities for each position have been created and are reviewed on an annual basis.
3. **Develop a formal recruitment process:** A formal recruitment process as outlined below is utilized for volunteer positions.

Formal Recruitment Process

4. **Utilize application forms:** Application forms are used to gather general information and to request permission for contacting references.
5. **Conduct and record interviews:** Interviews are conducted and a written record kept to assess a candidate's suitability for the role.
6. **Check applicant's references:** Reference checks are conducted to further assess a candidate's suitability.
7. **Require police checks:** Criminal Police Records Check and in some instances, a Vulnerable Sector Check, are utilized to ensure proper due diligence is conducted.

Managing Volunteers

8. **Conduct orientation and training:** All volunteers will receive an orientation to their position and to the Association. Training will vary dependent on individual positions and the incumbent's experience.
9. **Offer support and supervision:** The reporting responsibilities for each position are outlined in the position description.
10. **Provide feedback and follow up:** Volunteers are made aware that follow-ups will be conducted. Feedback is requested from those stakeholders working with volunteers.

Police Record Checks

- Criminal Police Records Checks and Vulnerable Sector Checks are valid for three (3) years from the date of issue.
- Volunteers are responsible for obtaining their own Check(s) from the appropriate law enforcement agency.
- The ARA will, upon request, provide volunteers with a letter outlining their volunteer status. In certain communities the fees for a Check are waived upon submission of the letter.
- In the event that the fee is not waived, the Association will reimburse volunteers for the cost of the Check(s), upon receipt of original receipts.
- The presence of a Criminal Police Record does not necessarily exclude an individual from volunteering for the ARA. In such instances, a review process will be conducted to determine eligibility:
 - How recent was the conviction?
 - What was the degree or nature of the conviction?
 - What are the risk factors associated with the position?
 - Does the job involve being left alone with vulnerable individuals, access to personal information, or access to money?
 - What is the level of authority the position demands?

Risk Assessment - Evaluation Method

The ARA utilizes Volunteer Alberta's Risk Assessment Matrix¹ to determine the risk level of its positions. Positions are evaluated on the following:

- Interaction level with participants or clients;
- The setting of the position;
- The supervision level of the position;
- The nature of the position's relationship with participants; and
- The degree of physical contact with participants.

The screening tools utilized for each ARA position are subject to their Risk Assessment:

Minimal Risk	Low Risk	Medium Risk	High Risk**
- Application Form - Position Description	- Application Form - Position Description - Interview	- Application Form - Position Description - Interview* - Reference Checks* - Criminal Record Check - Vulnerable Sector Check***	- Application Form - Position Description - Interview* - Reference Checks* - Criminal Record Check - Vulnerable Sector Check***

* Interviews and Reference Checks are only conducted for non-elected positions.

** The ARA must be provided with a copy of the Check(s) before the position may commence.

*** A vulnerable sector search will only be necessary if the position involves interaction with vulnerable populations.

Affiliated Leagues and Clubs

While it is not mandatory for Affiliated Leagues, Clubs, or Sanctioned Tournaments to follow this policy, the ARA strongly encourages its implementation or practices of a similar nature to mitigate risks to all racquetball participants. The Association will, upon request, assist Affiliated Leagues, Clubs, or Sanctioned Tournaments with the implementation of such practices.

¹ <http://volunteeralberta.ab.ca/wp-content/uploads/2017/01/Risk-Assessment-Matrix.pdf>

Risk Assessment

Position	Level of Risk	Reason for Risk	Possible Risk Outcomes
President	High	Chief Executive Officer, in a position of financial authority as a signing officer	Loss of organizational credibility or government funding, misappropriation of funds
Immediate Past President	Medium	Could act as President when President unavailable	Loss of organizational credibility or government funding
Treasurer	High	Chief Financial Officer, in a position of financial authority as a signing officer	Loss of government funding, misappropriation of funds
Membership Director	Medium	In a position with access to sensitive personal information, in no position of financial authority	Risk of inappropriate disclosure of personal information which could result in identity theft
Casino / Grants Director	Low	Interaction with participants is minimal, in no position of financial authority	Low risk of harm to casino volunteers
Program Director	Low	Interaction with participants is minimal, in no position of financial authority	Low risk of harm to program participants
Marketing / Promotion Director	High	In a position of financial authority as a signing officer	Loss of government funding, misappropriation of funds
Junior Provincial Team Coach	High	In a position of authority over minors, unsupervised access to minors	Risk of harm to minor athletes, risk of inappropriate disclosure of personal information
Coach (non-vulnerable)	Low	In a position of authority over non-vulnerable adults	Risk of harm to adult athletes
Coach (vulnerable)	High	In a position of authority over minors, responsible for safety and well-being of minors	Risk of harm to minor athletes, risk of inappropriate disclosure of personal information
Overnight Trip Chaperone	High	In a position of authority over minors, unsupervised access to minors	Risk of harm to minor athletes, risk of inappropriate disclosure of personal information