

# ATA Volunteer Screening Policy

## Objective

The Alberta Taekwondo Association is committed to the protection of the youth (and other vulnerable people) participating in our Taekwondo programs. It is our responsibility to appropriately screen any individuals volunteering in this organization and who will have access to youth players.

“Duty of Care” is a legal principle that identifies the obligations of individuals and organizations to take reasonable measures to care for and protect their clients.

## Boundaries / Limitations for all Volunteers

These are applicable to all risk assessment categories

- Shall never be alone with a student (except the volunteer’s own child)
- Shall not be responsible for transportation to/from practices/games/tournaments
- Shall not be responsible for water or snacks
- Shall be a role model - no drugs/alcohol/smoking or abusive language at practices/games/tournaments
- Shall adhere to ATA policies
- Shall embrace ATA values, principles, and policies
- Shall demonstrate standards for members (i.e. respect, self-discipline, fair play)

## Role of the Parent/Guardian

The ATA requires that, as a condition of participation the parent/guardian is to never leave a youth member in the care of the Association. It is the position of the Association, and a norm in our society, that the parent is primarily responsible for the safety of their children, and that the role of the Association is to support this responsibility, not to replace it.

## Risk Assessment Categories and Screening Measures

### High Risk Positions

- Team officials (Coach, Assistant Coaches, Managers and Trainers) for all youth.

Requires the following screening measures

- Application Form (with references)
- Interview by Selection Committee
- Police Records Check every second year of continual service
- Evaluation by Association
- ATA Registration Form

### Medium/Low Risk Positions

- Team officials (Coach, Assistant Coaches, Managers and Trainers) for Competitive athletes ages 18+
- Officials such as Head Coach, Head Referee and Referee Assignor

Requires the following screening measures

- Police Records Check every third year of continual service
- ATA Registration Form

### **Minimal Risk Positions**

- Adult Team Officials
- Positions where the individual does not, through the responsibilities of the position, have ongoing contact with youth participants. Examples would include Board members, Webmaster, etc.

Requires the following screening measures

- ATA Registration Form

## **Procedures**

### **Volunteer Screening Panel - Selection Committee**

The Association shall annually appoint a Screening coordinator to collect appropriate documentation from volunteers requiring screening and execute the procedure necessary to complete the police check. The selection committee should consist of two members one being the screening coordinator, and the Head coach or a representative with Technical expertise.

### **Police Record Checks**

Where a Police Record Check is required, the Association will obtain a check upon the first application by a Volunteer, and every second year (high risk) and every third year (medium or low risk). If there is an interruption in the Volunteer's service to the Association then a PRC will be obtained upon re-entry no matter the time absent.

The Association will examine PRC's that reveal any criminal code conviction, charge without disposition or police contact, to determine the acceptability of the applicant for a staff or volunteer position within the Association.

Unacceptable behaviors may include, but are not necessarily limited to, the following:

- Sexual Offences
- Violent or threatening behavior against children or adults
- Conduct against public morals (i.e., prostitution)
- Substance or chemical abuse
- Violation of a position of trust including theft or fraud
- Criminal driving offences, including but not limited to impaired driving.

An applicant who's PRC reveals a criminal conviction outside of the unacceptable behaviors or police contact should be given the opportunity to discuss the information revealed in their PRC with the Association's designated individual. Consideration should be given to the following:

- The nature of the offence for which the applicant was convicted (details including how long ago it took place),
- Relevance to the position (is it a bona fide requirement of the nature of the position),
- Efforts made at rehabilitation (if any),
- Achievements of the applicant since receiving the conviction,

- The character and degree of vulnerability of the client group served and the organization's duty of care to the participants, to the staff and to the community,
- The potential risks involved in the position the individual is applying for, based on the group being served, the nature of the position and its activities, the setting in which it takes place, and the way in which it is supervised.

If a decision is made to accept an applicant with a criminal record, the police check is returned to the applicant. No information other than the fact that a check was done is recorded.

If an applicant is not accepted because of the information received from the police check, the applicant should be told why and the information is returned to the applicant. In either case, both the decision and the discussion will be documented.