

Calgary Canoe Club's Volunteer Screening Process

The Calgary Canoe Club (the Club) is committed to creating an effective employee and volunteer screening process in order to protect its participants, volunteers, staff, resources and reputation.

The Club, therefore, has a responsibility to screen, appropriately to the position and duties, any person who is working, volunteering or acting on the Club's behalf. As the Club's volunteers and staff may be placed in situations with vulnerable people, this responsibility is important.

Participants refer to members in the competitive programs as well as clients from groups, daycamps and recreational members both temporary and seasonal.

Duty of care is a legal principle that identifies legal obligations of individuals and organizations to take reasonable measures to care for and protect their participants.

Vulnerable people are those who, because of age, disability, or other circumstances, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed, by a person in a position of authority or trust relative to them.

Process of Screening

All volunteers, who apply for positions that provide direct service to participants, will go through a screening process that will ensure their suitability for the position and the safety of any vulnerable participants with whom they may have access.

Volunteers who wish to provide support to the Club that does not involve direct access to vulnerable participants, will be screened according to the type and duties of the position.

During the screening process the Club will collect personal information from various sources, this information will:

- a. Be used only for the purposes for which it was collected
- b. Be kept confidential and only disclosed to those who make decisions about hiring or selecting potential volunteers
- c. Not be provided to any other person or organization without the specific approval of the applicant.

Process includes:

1. Assessment – what is the risk level based on position
2. Position – identify tasks
3. Recruitment
4. Application, what information is required
5. Interview, is this needed based on position?
6. References, from who, for what
7. Police Check
8. Orientation and Training provided
9. Support and Supervision provided
10. Follow and Feedback for volunteers and staff

The Club will conduct risk management assessments on all staff and volunteer positions. The job descriptions will determine the type and intensity of screening required relative to the risk as per the chart below.

Screening Process by Position Risk Level

Low Risk Position	Medium Risk	High Risk
<ul style="list-style-type: none"> • Application • Interview • Monitoring 	<ul style="list-style-type: none"> • Application • Interview • References • Supervision 	<ul style="list-style-type: none"> • Application • Interview • Police Records Check • References • Supervision

The following **risk factors** are taken into consideration when determining the role vs risk potential for the various staff and volunteer positions.

- Participant Setting
 - Club; indoor/outdoor
 - Off site
 - Out of town regattas and events
- Level of Supervision
 - Senior staff present at all times
 - Supervisor sporadic presence
 - Little or no supervision
- Nature of Relationship
 - No contact
 - Short term, non intimate – instruct one off group lessons
 - Personal relationship which develops over times – daycamp leaders, coaches
 - One on one, position of trust: head coaches of respective groups
- Degree of Physical Contact
 - None, infrequent, regular (coaches)
- Access to Information
 - No access to money or confidential information
 - Infrequent access to the above
 - Handles money, and/or
 - Access to confidential information
 - Manages organization’s funds, has access to master keys and passwords, has access to confidential and sensitive information
- Interaction with participants:
 - None
 - Public space with high visibility and supervision
 - Space with limited visibility and supervision
 - Private rooms

High Risk Positions which include a Police Record Check are highlighted in **yellow**. Other positions will be evaluated as risk factors may vary.

Calgary Canoe Club Staff Positions;

1. Manager
2. Assistant Manager
3. Head Coach – High Performance
4. Senior / Development Coaches
5. Junior Coaches (will depending on risk factors specific to role)
6. Canoe/Kayak Instructors
7. Boat Bay Attendants

Calgary Canoe Club Volunteer Roles;

1. Sprint Parent Committee may include:
 - a. Race officials and volunteers
 - b. Fundraising coordinators
 - c. Away regatta volunteers: food preparation, chaperone duties
 - d. Drivers – for trailers to away regattas (not transporting participants)
2. Outrigger program
 - a. Assistant Coaches
 - b. Drivers

The CCC is a participant of the Volunteer Screening Program (VSP). Volunteers that require a Vulnerable Sector Check are eligible for a free screening through our membership. Please contact the CCC for this information.

If a Police check is required the Club Manager will be in touch with you to help set this up.

How to acquire a Police Check:

<https://www.calgary.ca/cps/Pages/Public-services/Police-information-checks.aspx>