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# EMPLOYEE AND VOLUNTEER SCREENING POLICY

UPDATED: October 7, 2020

## PURPOSE

The British Columbia Freestyle Ski Association, hereafter referred to as Freestyle BC (FBC), will refer to this Policy to ensure employees and volunteers participating in all FBC activities are screened with a thorough onboarding process, police background checks, and timely evaluations.

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

## DEFINITIONS

1. The following term will have this meaning in this Policy:
  - a. **“Individuals”** – All categories of employees and volunteers within FBC, including but not limited to coaches, officials, judges, event volunteers, official chaperones, directors, officers, administrators, staff, and team personnel.
  - b. **“Applicants”** – All individuals applying for an employee or volunteer position within FBC.
  - c. **“Criminal Record Check (CRC)”** – A search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record.
  - d. **“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 Offence.
  - e. **“High-Risk Position”** – Any employee or volunteer role that has direct contact with athletes in which an opportunity to cause harm exists.

## SCOPE

2. All individuals, as defined in the definitions, are subject to screening in accordance with this policy.

## **SCREENING STANDARDS**

3. To ensure a mutually beneficial experience for all individuals and Freestyle BC, and the safety of participants, all applicants for an employee or volunteer position will be screened before they can be accepted and placed within the organization.
4. Any individual who is deemed unsuitable, or for whom there isn't a match may not be placed or may be referred to a more appropriate placement.
5. Ongoing screening through supervision, evaluation, and feedback ensures high standards in our employee and volunteer programs.
6. Records of the screening measures will be maintained in the individual's personal file.
7. Before being accepted and placed within the organization, all individuals must be members in good standing with Freestyle BC or Freestyle Canada.
8. All individuals are required to agree to be bound by the Freestyle BC Code of Conduct and abide by the letter and spirit of the organization's policies. Harassment and/or Abuse in any form are strictly prohibited and may be grounds for termination.

## **RECRUITMENT AND SCREENING**

### **9. Interviews**

- a. As part of our organization's comprehensive screening program, all individuals will be interviewed to determine suitability and interest for the position sought. Interviews will be conducted by the Screening Officer and may be conducted by volunteers and/or staff.

### **10. Reference Checks**

- a. Applicants may be asked to submit personal and/or professional references in the interview process before being accepted and placed within the organization.
- b. A staff member or appointed volunteer will conduct the reference checks and may choose to use the Reference Check questionnaire (see Appendix One).
- c. Individuals who leave the organization may request a letter of reference upon their departure.

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## 11. Criminal Record Checks

- a. Criminal Record Checks will be required for all individuals working with athletes in a high-risk position.
- b. Applicants may be required to ensure a current Criminal Record Check is on file before being accepted and placed within the organization.
- c. All Coach Developers or other program contractors must submit a CRC prior to being approved to deliver workshops on behalf of FBC.
- d. If an individual already employed with or volunteering for FBC did not complete a CRC upon initial application, a CRC will be required upon request.
- e. Failure to participate in the screening process will result in an applicant's ineligibility for the position sought.
- f. Individuals applying for positions, other than permanent staff positions and Board of Director positions, with FBC shall pay for their own CRC unless alternate arrangements are made.
- g. Individuals who are volunteering or employed with other organizations can also share the results of previously completed criminal record checks that are dated within the last 1 year.
- h. A Criminal Record Check must be renewed every (3) years from the date of the last Criminal Record Check, or upon request.
- i. FBC may request that an individual provide a CRC for consideration at any time.
- j. FBC will not knowingly place a person who has a conviction for a relevant offence. For the purpose of this policy, examples of a relevant offence include:
  - i. If imposed in the last five years:
    1. If the position requires driving, any offence involving the use of a motor vehicle, including but not limited to impaired driving.
    2. Any violation for trafficking and/or possession of drugs and/or narcotics.
    3. Any offence involving conduct against public morals.
  - ii. If imposed in the last ten years:

1. Any crime of violence including but not limited to all forms of assault.
2. Any offence involving a minor or minors.
- iii. If imposed at any time:
  1. Any offence involving the possession, distribution, or sale of any child- related pornography.
  2. Any sexual offence involving a minor or minors.
  3. Any offence involving theft or fraud.
- k. 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.
- l. If an individual is charged with or convicted of an offence, that person must report the charge or conviction to the organization within 24 hours. FBC must request that the charged or convicted person obtain a new CRC and determine if that person is suitable to continue carrying out their duties.
- m. An individual's conviction of any Criminal Code offenses may result in expulsion from FBC and/or termination from any designated positions, program, activity or event upon the sole discretion of the organization.

## **12. Placement**

- a. Only when the initial screening process has been satisfactorily concluded will the individual be notified of official acceptance.

## **SCREENING OFFICER**

13. The designated Screening Officer is the Executive Director. Alternatively, if a conflict exists, the Board Chair will assume the role as Screening Officer.
14. The designated Screening Officer is responsible for reviewing all Criminal Record Checks which get flagged, making decisions regarding the appropriateness of the individuals filling positions within the organization and whether or not such individuals will assume the position.

15. A satisfactory CRC is either:
  - a. Confirmation from the police that no criminal records exists or
  - b. That any existing convictions are not relevant to the position, as determined by the Screening Officer.
  
16. Where the Screening Officer is of the opinion that, notwithstanding a conviction for a Relevant offence, a person can occupy a position without adversely affecting the safety of others, the Screening Officer may approve a person's placement.

## **RECORDS**

17. All records will be maintained in a confidential manner conforming to the British Columbia Personal Information Protection Act and will not be disclosed to others except as required by law, or for use in legal, or disciplinary proceeding.

The policies in this document may from time to time be revised and amended by the Freestyle BC Board of Directors. Updated documents will be made available on the Freestyle BC website.

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## **APPENDIX ONE: Sample Reference Check Questions<sup>1</sup>**

*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 Freestyle BC.  
(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?
- 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

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<sup>1</sup> 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

patience  
ability to deal with stress  
respect for others  
leadership qualities  
role model for others  
emotional stability  
tolerance of differences  
ability to follow through on commitment

- 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 Freestyle BC'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?