

Tier 1 - Hiring and Screening Checklist

Note that all capitalized terms in this document refer to defined terms in the Implementation Guide.

Purpose

Everyone plays a role in keeping sport safe and prioritizing the well-being of all *Participants*. This checklist outlines proper hiring and selection procedures of employees and volunteers within [INSERT NAME OF SPORT ORGANIZATION], which support the protection and prevention from *Maltreatment* and *Discrimination* of all *Participants*. The goal of this checklist is to ensure [INSERT NAME OF SPORT ORGANIZATION] is taking the appropriate steps to prioritize the safety of *Participants* by implementing and adopting clear and consistent hiring and volunteer selection practices.

Criminal Background and Vulnerable Sector Checks

- ☐ Any employee, volunteer or other contracted individual who is participating or working in direct contact with *Minors* or *Vulnerable Participants*, must obtain a vulnerable sector check. At minimum, all *Participants* in a position of trust or authority must obtain a criminal background check before employment or involvement with the sport organization begins.
- ☐ All *Participants* in a position of trust or authority are screened through employment history, reference checks, qualification reviews, and internet searches before employment or appointment begins.

Safe Sport Registry

- ☐ All *Participants* in a position of trust or authority are searched on the [Canadian Safe Sport Program Public Registry](#)*.

**It should be noted that the registry does not serve as an exhaustive list of current or past Sanctions and Provisional Measures.*

Training and Orientation

- ☐ All new employees or volunteers must sign and fulfill the *UCCMS Pledge*.
- ☐ All *Participants* in a position of trust or authority must complete safe sport *Education* and/or *Training* identified by [INSERT NAME OF SPORT ORGANIZATION], as needed and appropriate.
- ☐ All *Participants* in a position of trust or authority must complete an orientation, including training on policies, procedures, expectations, and on-site job training as required, within the first two weeks of starting the position.
- ☐ All new employees or volunteers understand and commit to the values and mission of [INSERT NAME OF SPORT ORGANIZATION].