

Tier 2 - Hiring and Screening Policy

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

1. Approval Date

This policy is approved by [INSERT NAME OF APPROVING PERSON/BODY] on [INSERT DATE]. To ensure currency, relevancy, and accountability, this policy shall be reviewed [annually or once every two years].

2. Purpose

Everyone plays a role in keeping sport safe and prioritizing the well-being of all *Participants*. This policy 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 policy 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.

3. Authority and Scope

3.1 This policy applies to all persons who are involved in the activities of [INSERT NAME OF SPORT ORGANIZATION], particularly all *Participants* who hold a position of trust or authority. This may include, but is not limited to:

- 3.1.1** Anyone who signed the *Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS)* Pledge;
- 3.1.2** Anyone in a position of employment, volunteering, or serves on the Board, with [INSERT NAME OF SPORT ORGANIZATION];
- 3.1.3** Anyone 19 or older in a working relationship with [INSERT NAME OF SPORT ORGANIZATION];
- 3.1.4** Parents, legal guardians, and caregivers of *Minor* athletes or *Vulnerable Participants* who participate in sport with [INSERT NAME OF SPORT ORGANIZATION];
- 3.1.5** Any person contracted, subcontracted, or are third-party providers of [INSERT NAME OF SPORT ORGANIZATION] or teams of [INSERT NAME OF SPORT ORGANIZATION] including, but not limited to, athletic trainers, dieticians, and counselors; and
- 3.1.6** Anyone participating in other capacities such as, but not limited to, an athlete, a coach or an official, with [INSERT NAME OF SPORT ORGANIZATION].

4. Screening

Screening will be done prior to the beginning of employment, volunteering position, or contracted work with [INSERT NAME OF SPORT ORGANIZATION]. Screening will:

- 4.1** Be in compliance with the Canadian Charter of Rights and Freedoms, and respective provincial and territorial employment legislation, and human rights codes;

- 4.2 Include that 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.*

- 4.3 Include an internet search to gather additional information about the candidate related to their online presence, and suitability for the role;
- 4.4 Include a qualification check by reviewing the cover letter and resume/CV as listed in the position posting; and
- 4.5 Include a reference check of the candidate during the recruitment process in order to ensure suitability for the role.

5 Criminal Background and Vulnerable Sector Checks

- 5.1 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 [INSERT NAME OF SPORT ORGANIZATION].
- 5.2 Criminal background or vulnerable sector checks must be obtained every two years from the initial criminal background or vulnerable sector check submission.
- 5.3 [INSERT NAME OF SPORT ORGANIZATION] will keep documentation and maintain records related to the employee lifecycle in compliance with data protection regulations and legislation.

6 Training and Orientation

- 6.1 All new employees or volunteers must sign and fulfill the *UCCMS* Pledge.
- 6.2 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.
- 6.3 All *Participants* in a position of trust or authority must complete an orientation, which includes training on policies, procedures, expectations, and on-site job training as required, within the first two weeks of starting the position.
- 6.4 All new employees or volunteers understand and commit to the values and mission of [INSERT SPORT ORGANIZATION NAME].