

## Tier 3 - 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 was 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

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.

Hiring and screening policies present an opportunity to ensure employees, volunteers, or other contracted individuals in the organization are held to the highest standard of safeguarding. This helps ensure that individuals with a history of misconduct, or the potential for such behaviour, are not placed in positions where they could potentially harm others. Through adhering to this policy, [INSERT NAME OF SPORT ORGANIZATION] demonstrates its commitment to nurturing sporting environments where everyone is safe.

### 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 aged 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].

**3.2** Under the *UCCMS*, *Minor Participants* are defined as individuals who are under the age of 19 years old. It is at all times the responsibility of the adult *Participant* to know the age of a *Minor*.

#### 4. Interpretation

This policy supplements and should be read in alignment with [INSERT NAME OF SPORT ORGANIZATION]'s by-laws, policies, procedures, codes of conduct, including the *UCCMS*, as well as applicable law.

#### 5. Application

##### 5.1 Recruitment Process

Individuals tasked with recruitment for [INSERT NAME OF SPORT ORGANIZATION] are required to employ standardized recruiting and interviewing processes to ensure thorough assessment of candidates and a process guided by the principles of transparency, fairness, safety, and equity, to protect all *Participants*.

The recruitment process utilizes a standardized application form that states that providing deliberately misleading information is cause for disqualification or dismissal. Accommodations will be provided as needed and/or requested throughout the interview process to ensure all candidates can equally and fully participate.

**5.1.1** The application form includes the applicant's:

- Employment history, including dates of employment and addresses of prior employers;
- Contact information for past supervisors;
- Job duties;
- Reason(s) for leaving past employment;
- Pertinent training (see Education and Awareness Policy); and
- References - both personal and professional.

**5.1.2** The applicant will also be provided with the opportunity to declare:

- Whether they have been found to be in violation of the *UCCMS* and are featured on the [Canadian Safe Sport Program Public Registry](#);
- Whether they have been found guilty of (or are currently the subject of) allegations of *Maltreatment*, child abuse or sexual harassment, or whether they have ever resigned while such allegations were pending; and
- Consent to verify information.

**5.1.3** At a minimum, all position postings from [INSERT NAME OF SPORT ORGANIZATION] will include:

- Position title;
- Scope of work;
- Roles and responsibilities;
- Requirements/qualifications (i.e., experience, education);
- Transparent hours of work including estimated weekly hours;
- Work arrangement (i.e., in-person, remote, or hybrid);
- Position location;
- Position type (i.e., full-time, permanent, part-time, volunteer, contract or other),
- Possible start date;
- Language requirements, where applicable;

- Estimated salary range for the position, where applicable;
- Application deadline and contact information for inquiries;
- Accommodations during the interview process, where needed;
- Application accessibility with clear instructions for application submission, necessary forms and application methods; and
- Notice that the person will be subject to a criminal background or vulnerable sector check.

## 5.2 Screening

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

- 5.2.1 Be in compliance with the Canadian Charter of Rights and Freedoms, and respective provincial and territorial employment legislation, and human rights codes;
- 5.2.2 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.*
- 5.2.3 Include an internet search to gather additional information about the candidate related to their online presence, and suitability for the role;
- 5.2.4 Include a qualification check by reviewing the cover letter and resume/CV as listed in the position posting; and
- 5.2.5 Include a reference check of the candidate during the recruitment process in order to ensure suitability for the role.

## 5.3 Criminal Background and Vulnerable Sector Checks

All *Participants* in a position of trust or authority are required to obtain, at a minimum, a criminal background check. Any employee, volunteer, or other contracted individual who is participating or working in direct contact with *Minors* or *Vulnerable Participants*, must complete a vulnerable sector check.

All criminal background or vulnerable sector checks must be completed before employment, volunteer or contracted work begins, as a condition of hiring.

- 5.3.1 Any person seeking employment, serving as a volunteer, or being contracted must be notified in the position posting that a criminal background or vulnerable sector check is mandatory before employment begins.
- 5.3.2 Criminal background or vulnerable sector checks must be obtained every two years from the initial criminal background or vulnerable sector check submission.
- 5.3.3 Employees, volunteers, or other contracted individuals will sign an annual disclosure agreement that they have never committed a criminal offence.
- 5.3.4 [INSERT NAME OF SPORT ORGANIZATION] will keep documentation and maintain records related to the employee lifecycle in compliance with data protection regulations and legislation.
- 5.3.5 It is at the discretion of [INSERT NAME OF SPORT ORGANIZATION] to decide whether or not they will cover fees associated with obtaining a criminal background or vulnerable sector check.

#### 5.4 Probation and Orientation

All future employees, volunteers and contractors of [INSERT NAME OF SPORT ORGANIZATION] will undergo a probationary period, which includes:

- 5.4.1 A six-month probation period when they begin their position;
- 5.4.2 Regular check-ins with a supervisor;
- 5.4.3 Fulfilment of the *UCCMS* Pledge;
- 5.4.4 Fulfilment of requirements listed in the Education and Awareness Policy; and
- 5.4.5 An orientation, including training on existing policies, procedures, expectations, and on-site job training as required, within the first two weeks of starting the position.

Supervisors are required to pay close attention to new employees, volunteers, or other contracted individuals' performance and observe interactions with other *Participants*. If the individual does not meet the requirements of the position, they can be dismissed at the discretion of [INSERT NAME OF SPORT ORGANIZATION] at any time during the probationary period, as is compliant with provincial/territorial employment legislation.