



FIELD HOCKEY CANADA

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1. PURPOSE

Provision of a safe sport environment for all Registered Participants, volunteers, employees, contractors and other persons involved with Field Hockey Canada (FHC) programs is of paramount importance to the association. Through the **Screening Policy** and other measures, FHC will take reasonable steps to care for and to protect participants to an appropriate level or standard.

Appropriate screening of volunteers, coaches, employees, contractors and other persons in contact with youth or vulnerable persons, including the requirement of Criminal Record Checks (CRC), is an important component in providing a safe sport environment.

2. PRINCIPLE

FHC supports Safe Sport practices to protect all participants, most importantly children, youth and other vulnerable persons through:

- a. a vigorous screening process;
- b. ongoing education;
- c. a strong Code of Conduct and;
- d. open communication.

3. APPLICATION

This policy will apply to the following designated categories based on a risk assessment as further discussed in 6.1. For the purposes of this policy, 'designated categories' have been established to guide application of the policy and are considered to include persons who work closely with minor athletes and vulnerable persons, and/or who occupy positions of trust and authority within Field Hockey Canada.

Designated categories include:

- a. individuals who are employees or contractors of FHC;
- b. the FHC Board of Directors;
- c. appointees to FHC Standing and Ad Hoc committees;
- d. National Team Head Coaches, Assistant Coaches and Project or Program Coaches;
- e. Guest coaches participating in FHC competitions, workshops and/or training camps;
- f. Coach Developers and Learning Facilitators
- g. medium and high risk volunteer positions at FHC-designated events and championships;
- h. Integrated Support Team (IST) members with the National Team program;
- i. Officials at FHC championships and events;
- j. Officials who are clinicians and evaluators;
- k. volunteers appointed to accompany teams to events or competitions;
- l. other positions as may be determined by FHC from time-to-time.



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4. MEMBER ASSOCIATIONS AND FIELD HOCKEY CLUBS

Member Associations and field hockey clubs are strongly recommended to adopt and implement as set out below as minimum standards, the portions of this policy applicable to the programs and services within their own organizations and areas of jurisdiction.

5. DEFINITIONS

5.1 Minor Persons

For purposes of this Policy, “minor” means a person under the age of majority according to the laws in the Province/Territory in which they live.

5.2 Vulnerable Persons

A person who, because of his or her age, a disability, or other circumstances, whether temporary or permanent:

- a. is in a position of dependency on others; or
- b. is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them.

(from the Cdn Criminal Records Act)

5.3 Position of Trust or Authority

A position of trust or authority is created when an individual’s relationship with someone else has any of the following characteristics:

- a. decision-making power;
- b. unsupervised access;
- c. closeness inherent in the relationship;
- d. personal nature of the activity itself.

(from the 2012 Screening Handbook, prepared by Volunteer Canada for Public Safety Canada)

5.4 Criminal Record Check (CRC)

A Criminal Records Check (CRC) provides an indication of the existence of criminal convictions for which a pardon has not been granted, within the RCMP National Repository of Criminal Records. Any information discovered will be as the record exists on the date of search.

A CRC may be a “Name-based CRC” where the check against the RCMP’s Canadian Police Information Centre (CPIC) system is based on a person’s name and date of birth. If a person’s identify cannot be confirmed through the “Name-based CRC”, (eg: common name, legal name changes), a “Certified CRC” may be required. The “Certified CRC” is a fingerprint search of the National Repository of Criminal records using the RCMP’s Canadian Criminal Real time Identification Service (CCRTIS). It is conducted to confirm identity.



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5.5 Vulnerable Sector Check (VSC)

A Vulnerable Sector Check (VSC) is a process to verify whether an individual has a criminal record, as well as any record suspensions (formerly pardons) for sexual offences and local police records for information relevant to the VSC. Vulnerable Sector Checks must be conducted by the local Canadian police service where an applicant lives or by an authorized body.

Vulnerable persons are children or any person who because of disability or other circumstances, are more vulnerable than others. Children are defined as anyone under the age of 18. FHC considers athletes involved with the national team programs to be vulnerable persons because of the inherent power and influence coaches, support staff and others in decision-making roles have regarding the athletes and their athletic career.

The decision to require a Vulnerable Sector Check for an individual is made by FHC and is dependent on the employment, contractual or volunteer position in question.

5.6 Relevant Offence

For the purposes of this Policy, guidelines and examples of a “*relevant offence*” is any of the following:

- a. If imposed in the last five years:
 - i. Any criminal offence involving the use of a motor vehicle, including but not limited to impaired driving; or
 - ii. Any violations for trafficking under the Controlled Drug and Substances Act.
 - iii. Any offence involving conduct against public morals.
- b. If imposed at any time:
 - i. Any sexual offence or crime of violence including but not limited to, all forms of assault; or
 - ii. Any criminal offence involving a minor or minors or vulnerable person or persons.
 - iii. Any criminal offence involving the possession, distribution, or sale of any child-related pornography;
 - iv. Any sexual offence involving a minor or minors; or
 - v. Any offence involving fraud.

5.7 Field Hockey Canada Activities

For the purposes of this Policy, “Field Hockey Canada Activities” are defined as those activities listed below:

- a. all national team training camps, tours, international trips and other activities when an individual is present in their role as a national team athlete, coach or support staff;
- b. events owned by Field Hockey Canada such as a National Championship;
- c. international events held in Canada and organized by or on behalf of Field Hockey Canada;
- d. national team involvement in World Championships, Major Games or other competitions;
- e. domestic conferences, workshops, clinics, and other events organized by or on behalf of Field Hockey Canada;
- f. meetings organized by Field Hockey Canada or meetings at which FHC staff and/or volunteers are present.



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6. SCREENING

The screening process applies to all business and activities relating to FHC programs and events and is based on the level of risk assigned to a designated category position or activity, whether organized by FHC directly or by another individual or organization on behalf of FHC.

6.1 Assessment of Positions and Risk

6.1.1 Position Risk Assessment Level

Each volunteer role or employment and contractual position in FHC will be assigned a risk assessment level by the CEO or by a program lead delegated by the CEO. The CEO has the final say for every risk assessment decision. The risk assessment level will be noted on the Role, Position or Job Description.

The assessment level of high and medium risk level positions should be reviewed annually, or when the individual leaves the position, whichever occurs sooner. Low risk level positions should be reviewed bi-annually. The application of each component in the screening process is based on the level of risk that each position holds.

6.1.2 High Risk Positions

A “high risk” position is one where the individual holding a position has contact with athletes, or another vulnerable person as defined in 5.5 and/or has power over the sport career of those individuals and/or significant systemic influence through coaching education and training programs. A “high risk” position also includes a position where an individual has significant financial authority over a program, project or the association, including all Directors.

Every FHC employee with program, selection or financial input is assessed as a “high risk” position.

Other “high risk” positions include national team program and project coaches, national team support staff, team delegation members, coach learning facilitators, national team medical and para-medical staff and other Integrated Support Team members.

Every “high risk” position must have a CRC completed and submitted in accordance with this policy. Designated “high risk” positions may be required to have a VSC completed.

6.1.3 Medium Risk Positions

A “medium risk” position has indirect, limited or “in a group only” contact with athletes, young coaches or young officials and making decisions about programs or selection only in the context of the sport or competition rules. “Medium risk” positions include select program committees, select event organizers and other volunteers, officials, Discipline Committee and Appeal Committee members.

Designated “medium risk” positions must have a CRC completed and submitted in accordance with this policy. Select positions may be required to have a VSC.



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6.1.4 Low Risk Positions

A “low risk” position has little or no contact with athletes and/or no power over the sport careers of those individuals, and any decisions being implemented are organizationally based. “Low risk” positions include most event volunteer roles, administrative committee volunteers, general volunteers, and general administrative roles.

An FHC employee position with only in-office administrative responsibilities or an external contractor with no contact with participants or athletes, may be designated as a “low risk” position.

Unless specifically required by the CEO or designate, low risk-assessed positions do not require a CRC or VSC.

6.2 Initiating Criminal Record Checks and Vulnerable Sector Checks

It is the responsibility of the individual employee, contractor or volunteer to arrange to have the required CRC and VSC completed and submitted to FHC before beginning their appointment.

FHC will advise each person of the type of CRC and/or VSC that might be acquired, as well as the suggested process for ordering the checks.

Any exceptions require CEO approval.

6.3 Financial Responsibility for Criminal Record Checks and Vulnerable Record Checks

A volunteer wishing to be appointed or elected to a volunteer role within FHC is responsible for any and all costs associated with their securing a CRC and/or VSC and any renewals required in accordance with this policy.

An employment applicant may be reimbursed for costs incurred with securing their CRC and/or VSC and any renewals required if they are hired by FHC.

A contractor is responsible for any and all costs associated with their securing an CRC and/or VSC as part of their application process with FHC, as well as any required renewals of the CRCs and/or VSCs.

6.4 Frequency of Criminal Records Checks and Vulnerable Sector Checks

A Criminal Records Check and Vulnerable Sector Check (if applicable) is required every 3 years.

6.5 Reviewing CRC and VSC Results

The position supervisor must receive and review the Criminal Record Check and Vulnerable Sector Check (if applicable) prior to any position being offered to a candidate.

The FHC office will receive, track and record the required CRCs and VSCs.



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6.5.1 Decisions due to an Unsatisfactory CRC or VSC

As a result of screening procedures or a Criminal Record Check and/or Vulnerable Sector Check, FHC (or the organization managing an activity on behalf of FHC), shall have the authority:

- a. where a criminal record check indicates a previous criminal conviction, to request further information from the individual about the nature and circumstances of the conviction to determine whether the conviction relates to a relevant offence.
- b. to not hire / select / assign or engage an individual who does not cooperate in providing further information pertaining to the nature and circumstances of a criminal conviction.
- c. to not hire / select / assign or engage an individual who has a conviction for, or has been found guilty of, a relevant offence.

6.6 Additional Screening Steps for Volunteers

6.6.1 Role Descriptions

A role description helps to assess the type of interaction, expected skills and level of responsibility required for that particular undertaking. Every high and medium risk appointee or volunteer role should have a role description developed and approved prior to recruitment and any appointment being made.

The role description will indicate if interviews and/or reference checks of prospective volunteers will be required prior to appointment to fill the volunteer role.

The description should minimally include:

- a. Role title
- b. Participant group with contact (children, NT athletes, coaches, etc.)
- c. goals of the role and outline of responsibilities
- d. personal traits and qualities needed and/or desired
- e. skills, experience and qualifications required
- f. expected activities, tasks and time commitment expected
- g. boundaries and limitations to the role
- h. risk assessment level and any requirements for CRCs and VSC
- i. orientation and training available
- j. support, supervision and evaluation provided
- k. benefits of volunteering (eg: FHC apparel, e-news subscription)

Low risk positions that are of at least 6 months duration should also have role descriptions developed. Shorter-term low risk role descriptions are at the discretion of the event or activity organizer. General groupings of similar “types” of low risk roles can suffice in determining roles and responsibilities.

6.6.2 Recruitment of Volunteers

Recruitment strategies and tactics for each role are based on the complexity of the position and the type of experience and qualifications required. The mission and values of FHC, the role and responsibilities of the position and the assessed risk level of the position will also be factors in developing recruitment strategies. Volunteers may be invited to apply for certain roles through the FHC website or other communication tools.



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6.6.3 Interviews of Prospective Volunteers

Interviews of anyone being considered for certain volunteer roles may be required, and will be determined as part of the risk assessment process. Interviews may be conducted electronically but all interviewers and the applicant should be able to hear all parties to the interview. An audio / video interview is preferable to a phone call.

The volunteer interviews should be conducted by an FHC person knowledgeable about the role and responsibilities able to discuss child and vulnerable person issues within the context of the particular role and FHC's values and safe sport environment.

If interviews are required for a particular volunteer role, the volunteer appointment cannot be confirmed until the interview is held, a satisfactory CRC and VSC (if applicable) has been received by FHC, and FHC is confident that the applicant fully understands their role and FHC's commitment to ensuring a safe sport environment for all participants.

6.6.4 References Checks

References will be checked for all high risk and select medium risk volunteer positions as determined by the CEO.

6.7 Foreign Coaches Participating in Field Hockey Canada Activities

Guest coaches from outside of Canada who work with national team athletes and programs on a short-term basis are required to submit a current police check from their country before confirmation of the guest position can be finalized. FHC will also verify through their national field hockey association or national sport governing body that their domestic screening requirements have been met and that the individual is a member in good standing of their national field hockey association.

Upon arrival in Canada, FHC will provide guest coaches with a copy of the FHC **Code of Conduct** and require a signed declaration of having read and understood the document before the individual can become involved with the athletes and other coaches.

Every designated volunteer must complete the FHC "Safe Sport" training modules as required. The "Safe Sport" training information and procedures will be provided prior to starting the appointment.

7. REPORTING OF A NEW RELEVANT OFFENSE

Any employee, contractor or volunteer who is charged and/or subsequently convicted of a relevant offence, must immediately report this circumstance to FHC who will take such steps as are appropriate, including re-assignment, suspension, dismissal or expulsion pending conclusion of the investigation or criminal process.

8. FIELD HOCKEY CANADA AUTHORITY

FHC (or the organization managing an activity on behalf of FHC), shall have the authority to:



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- a. dismiss an individual who does not cooperate in providing further information pertaining to the nature and circumstances of a criminal conviction, or receives a conviction for, or is found guilty of a relevant offence.
- b. re-assign, suspend, expel or dismiss an employee, contractor or volunteer for a serious offense such as theft; breach of trust; gross misconduct; misrepresentation; abuse of clients or co-workers, either physically or mentally; illegal, violent, or unsafe actions; failure to project a positive image of FHC and/or violation of FHC Policy.

9. CONFIDENTIALITY

FHC (and other organizations acting on behalf of FHC) shall keep the results of criminal record checks confidential and shall not disclose these results to any persons unless such disclosure is required by law, is necessary for a disciplinary proceeding, or is in the best interest of the public.