

## **Ottawa Sport Council Screening and Training Policy**

### **Screening:**

The Ottawa Sport Council commits to providing a valuable, safe, and fun environment for all staff, volunteers, members, and other individuals.

The first step in this process will ensure that all applicants are reviewed through a screening process.

For staff, applicants will be involved in several interviews, reference checks, and background checks as required, based on the position in question. This process will ensure that staff are qualified for the position and that the organization is protected.

Volunteers will undergo a similar process. Prior to volunteering with the Ottawa Sport Council or with its members, all volunteers will be screened to ensure they possess the necessary skills, certifications, or licenses in order to fulfill the required duties. This process will ensure that all volunteers are properly skilled and experienced to excel in the assigned role assigned.

Not all individuals associated with the Ottawa Sport Council will be required to undergo a screening through a Police Record Check- Vulnerable Sector Check because not all positions pose a risk of harm to the Ottawa Sport Council or its members. Staff and volunteers will be thus required to undergo a vulnerable sector police check as required on an event-by-event or program-by-program basis.

### **Training:**

All individuals associated with the Ottawa Sport Council and its members are required to undergo specific training associated with each event, role, task, and all other tasks. This ensures that each participant (staff member, volunteer, intern, and all other individuals) are properly trained for the required task while at the same time, allowing all participants the opportunity to further develop their skill sets.