



# Screening Policy – Volunteers and Officials

## Policy Statement

Skate Ontario (SO) strives to provide a safe, secure and respectful environment for all SO Stakeholders. Screening Volunteers and Officials who are engaged in the planning and/or execution of SO events and activities is a critical process to ensure a strong match between the responsibilities of each role and the individual selected to perform each role. Effective screening helps create a safe and supportive volunteer environment, ensures role compatibility, and will protect Vulnerable Persons.

Volunteers and officials are expected to exercise reasonable care at all times, consistent with their assigned role, the training and instructions provided, and any special skills or qualifications they possess. Volunteers must act in good faith, follow applicable policies and safety procedures, stay within the scope of their assigned duties and authority.

## Applicability

SO Volunteers and Officials will be screened in accordance with this Screening Policy (“Policy”) as determined by the risk level associated with the nature of their particular role which may relate to finances, supervision of other Volunteers, interaction with Vulnerable Persons, role compatibility and responsibility with maintaining a safe environment for Volunteers.

## Definitions

Certain terms used herein may not be capitalized; however, for the purposes of this Policy, the following terms herein have the ascribed meanings as set forth below. In addition, all references to the singular include the plural and vice versa.

**Criminal Background Check:** The process SO will undertake to verify an individual’s criminal history, as defined by Skate Ontario and chosen third party supplier.

**Enhanced Police Information Check (E-PIC):** This level of background check includes: active charges, warrants, probation/prohibition orders, release conditions, recent convictions not in the Canadian Police Information Check (CPIC) and sometimes negative police contacts

**Official:** An individual who is in good standing with Skate Canada and has achieved the appropriate level of certification in one or more of the following roles as defined by Skate Canada: Judge, Referee, Technical Official, Technical Controller, Technical Specialist, Evaluator, Data Specialist.

**Stakeholders:** Stakeholders include athletes, coaches, officials, team managers, contractors, employees, directors, committee members, volunteers, and participants.

**Volunteer:** An individual who willingly offers their time, skills, and effort to fulfill a role that supports an activity or event of SO, without financial compensation.

**Vulnerable Person:** A person under the age of 18 years old and/or a person who, because of age, disability, or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority.



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## Screening Requirements - Officials

The screening requirements for officials are determined by Skate Canada and must be met by the Official to maintain “good standing” status and be eligible to officiate. SO will only assign Officials who are in good standing with Skate Canada to SO events or activities that require Officials.

## Screening Requirements – Volunteers

Screening requirements may include, but are not limited to, the following elements:

- Clear Volunteer Role (Job) Descriptions
- An application process
- Interviews
- Criminal Background Checks (EPIC)
- Other training (e.g. completion of a “Respect in Sport” module as may be required by SO)

The applicable screening requirements for any given SO event or activity role are determined by SO on a case-by-case basis based on the level of risk that SO has assigned to each role.

When determining the screening requirements for each role, risk mitigation must be balanced with implementation and monitoring processes as well as the impact on a host club’s ability to recruit the Volunteers needed to execute a successful event.

In cases where it is not clear what is required for any given role, event, or activity, SO will assess and make a final determination. The decision of SO will be final.

A guideline for SO’s screening requirements for each role (as such roles are described in the Skate Ontario Competition Manual) can be found in Appendix 1.

SO will work in collaboration with each host club to implement this Policy for all event Volunteers.

## Policy Breach

Any breach of this Policy will be treated as a serious offence. The Stakeholder(s) who breach this Policy may be subject to disciplinary action, at the sole discretion of SO, up to and including expulsion from membership in SO and/or Skate Canada.

## Contact Us

If you have any questions or comments about this Policy, you may contact us in the following ways: in person, by telephone (905) 212-9991 or by email to [info@skateontario.org](mailto:info@skateontario.org).

## Policy Administration

SO maintains and reviews this Policy every three years at a minimum in accordance with our Policy Management Policy.



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## Appendix 1

Volunteer Position	Volunteer Role Description	Application	Backcheck Requirement *	Respect in Sport for Activity Leaders
Competition Event Chair	<ul style="list-style-type: none"><li>-Point of contact with Skate Ontario to manage the organization of the event</li><li>-Ensures all volunteer roles are filled</li><li>-Responsible for execution of the event from the Local Organizing Committee</li><li>-Works closely with facility to coordinate ice, meeting room needs and judge stands</li></ul>	x	E-PIC	Required
Dressing Room Volunteer	<ul style="list-style-type: none"><li>-Ensure access to dressing rooms is for authorized individuals only.</li><li>-Advise Ice Captain if a skater/pair/dance/team cannot be located</li><li>-Follow Rule of Two – there must be 2 volunteers in this position at all times</li></ul>	x	E-PIC	Required
Ice Captains	<ul style="list-style-type: none"><li>-Ensure correct skaters are going on the ice at the right time.</li><li>-Ensure only accredited personnel are at ice level</li><li>-Direct communication with Referee</li></ul>	x	E-PIC	Required



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Treasurer/Finance Responsible	<ul style="list-style-type: none"><li>-STAR 1-4 Events Only:</li><li>-Creates Budget, responsible for payment and tracks all expenses</li><li>-All Other Series:</li><li>-Responsible for money, putting expenses together, managing and reporting admission</li></ul>	x	E-PIC	Not required
Security	<ul style="list-style-type: none"><li>-Stationed at designated accreditation areas to verify credentials and ensure access is granted only to authorized individuals (ticket check, rink level)</li><li>Follow Rule of Two – there must be 2 volunteers in this position at all times</li></ul>	x	E-PIC	Not required
Volunteer Coordinator	<ul style="list-style-type: none"><li>-Determine volunteer recruitment strategy</li><li>-Responsible for building volunteer schedule</li><li>-Recruit and Schedule volunteers</li><li>-Ensure there is training and orientation for each role</li></ul>	x	Not required	Not required
Music Coordinator	<ul style="list-style-type: none"><li>-Responsible for managing all aspects of music playback</li><li>-Operate music equipment</li><li>-Coordinate music players</li></ul>	x	Not required	Not required
Awards & Medals Coordinator	<ul style="list-style-type: none"><li>-Responsible for post event award presentation schedule</li><li>-Ensure athletes receive correct medals and ribbons</li></ul>	x	Not required	Not required



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	-Determine who will announce awards			
Admission Desk	-Collect admission fees	x	Not required	Not required
Hospitality	-Ensure meals are ready for officials and volunteers.	x	Not required	Not required
Awards	-Support Awards Coordinator in presentation of awards -Ensure each participant receives the correct award and report card	x	Not required	Not required
Warm up Area Volunteer	-For Synchro events, ensure teams are in the correct warm up area, at the right time	x	Not required	Not required
Guard Runners	-Responsible for moving Synchro team skate guards from one area to another area during an event	x	Not required	Not required
Music Players	-Play skater music, warm up music at the right time	x	Not required	Not required
Skater Registration	-Check in skaters when they arrive -Provide event and venue information	x	Not required	Not required
Announcers	-Crucial role in ensuring smooth communication and maintaining event flow -Announce skater names, categories, results -Provide key event information (schedule changes, procedure details) -Interacts with many different volunteer roles	x	Not required	Not required