

# Screening Policy

## Preface

1. Disc Golf Newfoundland and Labrador (Disc Golf NL) is committed to providing a safe environment for all athletes, particularly for children and others in the vulnerable sector.
2. Disc Golf NL recognizes that screening personnel and volunteers is critical in providing a safe environment for all our athletes.
3. Although completing this process of screening helps Disc Golf NL in the selection of personnel, Disc Golf NL realizes that no sport organization can ever be 100% free from harm.

## Assessment of Risk and Recommendations for Screening

4. Each position within Disc Golf NL should be assessed for its level of risk to the participant and/or the organization. This type of risk management involves looking at the possibilities of loss or injury that might arise in programs, activities and services and taking steps to reduce them.
5. The need to screen an applicant is dictated by the nature of the position and its inherent level of risk. When determining risk, Disc Golf NL considers such factors as the participant, the environment, the nature of the activity, the level of supervision and the nature of the relationship between the athlete and the applicant.

## Positions

6. Each position within Disc Golf NL is assessed based on the Responsible Coaching Movement – Background Screening Matrix as either;
  - a. Level 1 – “Low Risk Position”: includes individuals involved in low risk assignments that are not in a supervisory role, not directing others, not involved with financial/cash management, and/or do not have access to minors or people with a disability;
  - b. Level 2 – “Medium Risk Position”: includes individuals involved in medium risk assignments that may be in a supervisory role, may direct others, may be

- involved with financial/cash management, and/or who may have limited access to minors or people with a disability; or
  - c. Level 3 – “High Risk Position”: Includes individuals involved in high risk assignments that occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with financial/cash management, and have access to minors or people with a disability.
7. Classification of positions, either volunteer or compensated, are under the discretion of Disc Golf NL. While the following sections list typical roles within the organization under each classification, they may be altered to a higher level if deemed necessary. Reasons for increasing the level of a position includes, but is not limited to:
- a. Amount of supervision over said individual; and
  - b. Access to vulnerable personnel.

## Low Risk Positions

8. Disc Golf NL personnel listed as Level 1 – “Low Risk Position” typically includes, but is not limited to:
- a. Score keepers; and
  - b. Volunteers at promotional events.
9. Supervisors for personnel listed as Level 1 – “Low Risk Position” includes, but is not limited to:
- a. Tournament director(s); and
  - b. Volunteer coordinator;
10. All Level 1 – “Low Risk Positions” are to receive a briefing of their position before volunteering.

## Medium Risk Positions

11. Disc Golf NL personnel listed as Level 2 – “Medium Risk Position” typically includes, but is not limited to:
- a. Adult Clinic Coach or Coordinator;
  - b. Adult Tournament Director;
  - c. Board Member Committee Volunteer;
  - d. Disc Golf NL Board Member; and
  - e. Youth Tournament Director.
12. All Level 2 – “Medium Risk Positions” are to receive a briefing of their position before volunteering.
13. All Level 2 – “Medium Risk Positions” are required to complete and have approved a Certificate of Conduct. The Certificate of Conduct is to be approved by Disc Golf NL.

## High Risk Positions

14. Disc Golf NL personnel listed as Level 3 – “High Risk Position” typically includes, but is not limited to:
  - a. Youth Clinic Coordinator or Coach;
  - b. Youth League Supervisor; and
  - c. Youth Grade School Coordinator or Coach.
15. All Level 3 – “High Risk Positions” are to receive a briefing of their position before volunteering.
16. All Level 3 – “High Risk Positions” are required to complete and have approved a Certificate of Conduct. The Certificate of Conduct is to be approved by Disc Golf NL.
17. All Level 3 – “High Risk Positions” are required to complete and have approved a Vulnerable Sector Check. While it is ideal to have the Vulnerable Sector Check approved by Disc Golf NL, it may be waived for a Youth Grade School Coach if a signed letter from their associated school is provided to Disc Golf NL, indicating that they have reviewed a criminal record check for the coach and there are no offences or charges that would make the coach unsuitable to work with youth.

## Submitted Application for Position

18. An application is defined as a formal request to be considered for a given position. The specific means of requesting varies based on the position at hand.
19. Positions that require a submitted application to be considered for, as advertised by Disc Golf NL, includes, but is not limited to:
  - a. Board Member Committee Volunteer; and
  - b. Disc Golf NL Board Member position, if not filled at the Annual General Meeting.
20. Positions that may not require a submitted application to be considered for, at the discretion of Disc Golf NL, are those which are typically filled through the efforts of Disc Golf NL’s volunteer community.
21. Positions that may not require a submitted application to be considered for, at the discretion of Disc Golf NL, includes, but is not limited to:
  - a. Adult Clinic Coach or Coordinator;
  - b. Adult Tournament Director, in the event the Events Director is unable to;
  - c. Youth Clinic Coach or Coordinator;
  - d. Youth League Supervisor; and
  - e. Youth Tournament Director.
22. Disc Golf NL recognizes the importance of an application process for specific roles, and the critical role it plays in selecting the most qualified personnel.

## References

23. Due to the current size and nature of the disc golf community in Newfoundland and Labrador, the necessity to provide references for volunteer and paid positions will be dependent on the applicant and/or the selecting individual(s).

## Changes to this Screening Policy

24. This Screening Policy was created in September 2022. Disc Golf Newfoundland and Labrador may change this Screening Policy from time to time.

Screening Policy ratified by Disc Golf NL Board of Directors on September 1, 2022.