



OTTAWA ELITE SCREENING POLICY



Ottawa Elite and Ottawa Elite Prep understand that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the community.

This Policy applies to all individuals who are seeking to volunteer or otherwise participate in our club's programs or activities and are in a position of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals. Not all individuals associated with our club will be required to obtain a Vulnerable Sector Police Records Check or submit screening documents because not all positions pose a risk of harm to our club or to its participants.

All persons coaching with our club are required to register online with the club each season. All Coaches are also required to supply a *Level 3 Vulnerable Sector Police Records Check which is obtained either from the local police agency or from OPP depending on where the coach resides and is valid for 2 years.

The Vulnerable Sector Check (VSC) is restricted to applicants seeking employment and/or volunteering in a position of authority or trust relative to vulnerable persons in Canada only. It is a collection of offence information, including convictions, outstanding warrants, charges, judicial orders and sexual offence convictions for which the individual has received a record suspension where authorized by the Minister of Public Safety and Emergency Preparedness. Non-conviction information shall be released only when it meets the Exceptional Disclosure Assessment.

Coaches may also be required to complete NCCP (National Coaching Certification Program) certification depending on the club's and the governing bodies' requirements.