



# DARTS ALBERTA POLICY

## COACH AND VOLUNTEER SCREENING PROCESS

POLICY NUMBER: 022

Policy Originally Established: 2004-11-07

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Policy Revised on: 2015-04-23

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### POLICY OBJECTIVES

Darts Alberta is obligated and committed to taking reasonable measures to care for and protect the organization's financial assets and the well-being of our athletes, particularly those in the vulnerable sector such as youth, seniors and persons with disabilities. This Coach and Volunteer Screening Process Policy describes the policies and practices of Darts Alberta with respect to ensuring due diligence.

### 10-STEP SCREENING PROCESS

Darts Alberta has adopted the following Screening Process:

#### PRE-APPOINTMENT / ELECTION PROCESS

1. **Determining the risk**—for each Board of Directors' position and all coaching position. Darts Alberta has a clear Risk Assessment in place to determine the risk that could be associated with each position of trust or authority. Relative to those in the vulnerable sector, this assessment includes but is not limited to:
  - The significant degree of authority or decision-making power over another, and/or
  - Unsupervised access to another person and their property
2. **Clear [position descriptions](#)**—are in place for each position on the Board of Directors and for each coaching position.
3. **A formal recruitment process**—is in place for each position on the Board of Directors and for the selecting of all adult and youth coaches.

#### RECRUITMENT PROCESS

4. **[Applications](#)**—must be completed by all members wishing to volunteer on the Board of Directors regardless of whether it is an elected or appointed position and all members wishing to apply for a volunteer coaching position.
5. **Interviews**—are conducted for applicants of an appointed position based on the risk assessment of the position.
6. **Personal references checks**—are conducted for applicants of an appointed position based on the risk assessment of the position.
7. **[Police record checks](#)**—are required for new Board Members or Coaches based on the risk assessment of the position.

#### MANAGING VOLUNTEERS

8. **Orientation and training**—is provided for all new Board Members and coaches.
9. **Supervising and evaluating**—is conducted based on the risk assessment of the position.
10. **Follow up**—is conducted based on the risk assessment of the position.

## DARTS ALBERTA RISK CONTINUUM

Taking a risk-management approach, Darts Alberta uses the following continuum of low to high risk when conducting an assessment for each volunteer Board of Directors or Coaching position:



Based on the level of risk for a position, the following tools would be used for screening of volunteers:



<sup>1</sup> Interviews and reference checks are only conducted for appointed positions. Elected positions are conducted through a democratic process. However, Darts Alberta retains the right to request a Police Record Check for certain elected positions, depending on the position's risk assessment.

<sup>2</sup>Signed Coaches Code of Ethics will be required for all coaches regardless of the level of risk.

## POLICE RECORD CHECKS AND REVIEWS

Upon request, Darts Alberta will provide a candidate with a letter to have the fee waived to obtain their Volunteer Police Record Check. Where a Volunteer Police Record Check is mandated by Darts Alberta and the letter is not accepted for the waiving of fees, Darts Alberta will reimburse the candidate the cost of the fees upon receipt of payment.

The applicant will be responsible for obtaining a copy of his or her Police Record Check from the appropriate law enforcement agency.

Darts Alberta must be provided with a copy of this Police Record Check before the volunteer is granted authority for a position considered as moderate-high or high risk.

The existence of a criminal record shall not automatically exclude eligibility as a Board Member, Coach or Volunteer. When a criminal record exists, the following questions will guide the review process to determine eligibility:

- How recent was the conviction?
- What was the degree or nature of the conviction?
- What are the risk factors associated with the position?
- Does the job involve being left along with vulnerable individuals, access to personal information or access to money?
- What is the level of authority the position demands?

## DARTS ALBERTA ADULT MEMBER LEAGUES AND YOUTH CLUBS

Although this policy is not mandated for an affiliated Adult Member League or Youth Club, Darts Alberta strongly encourages similar practices to mitigate the risks and liability to their organization. Darts Alberta is willing to work with leagues and clubs to implement such practices.

### SCHEDULE 1 –RISK ASSESSMENT OF EACH DARTS ALBERTA VOLUNTEER POSITION

Position	Level of Risk	Reason for Risk	Risk Outcome Due to Lack of Due-Diligence
<b>President</b>	Moderate-High (4)	Chief Executive Officer, in a position of financial authority as a signing officer	Loss of organizational credibility or government funding, misappropriation of funds
<b>First Vice President</b>	Moderate-High (4)	Could be appointed as CEO in an emergency, in a position of financial authority as a signing officer	Loss of organizational credibility or government funding, misappropriation of funds
<b>Second Vice President</b>	Low (1)	In no position of financial authority or authority over persons at risk	Low financial risk as a result of the collection of program fees
<b>Treasurer</b>	Moderate-High (4)	Chief Financial Officer, in a position of financial authority as a signing officer	Misappropriation of funds, loss of government funding
<b>Secretary</b>	Moderate-High (4)	In a position of financial authority as a signing officer	Misappropriation of funds, low financial risk as a result of the collection of program fees
<b>Membership Director</b>	Moderate-High (4)	In a position with access to highly sensitive personal information; In no position of financial authority or authority over persons at risk	Moderate financial risk as a result of the collection of membership fees or late fines levied against the organization; High risk of the inappropriate disclosure of personal information which could result in identity theft
<b>Youth Director</b>	High (5)	In a position of authority over youth coaches, may be placed in position of authority over youth athletes	Physical or emotional harm to coaches and under-aged athletes, moderate financial risk as a result of the collection of fees
<b>Publicity Director</b>	Low (1)	In no position of financial authority or authority over persons at risk	Minimal risk as a result of errors or omissions through publications
<b>Provincial Director</b>	Moderate-High (4)	Appointed; in a position of authority over adult coaches, may be placed in position of authority over adult athletes, represents Darts Alberta's interests on the National Board of Directors; has access to personal health information	Physical or emotional harm to coaches and adult athletes, moderate financial risk as a result of late fines levied against the organization; High risk of the inappropriate disclosure of personal information
<b>Tournament Director</b>	Moderate-High (4)	Appointed; may be in a position of authority over youth or adult athletes (both vulnerable and non-vulnerable)	Physical, emotional or financial harm to adult, under-aged, seniors or disabled athletes
<b>Adult Coach (non-vulnerable sector)</b>	Low-Moderate (2)	In position of authority of non-vulnerable adult athletes	Physical or emotional harm to coaches and adult athletes, low financial risk as a result of the collection of fees
<b>Adult Coach (vulnerable sector)</b>	High (5)	In position of authority of vulnerable adult athletes (e.g. seniors or persons with disabilities); has access to personal health information	Physical, emotional or financial harm to seniors or disabled athletes; High risk of the inappropriate disclosure of personal information
<b>Youth Coach (vulnerable sector)</b>	High (5)	In position of authority over vulnerable under-aged youth athletes, responsible for the safety and well-being of minors; has access to personal health information	Physical or emotional harm to under-aged athletes; High risk of the inappropriate disclosure of personal information

Any newly created position will be assessed upon the development of the Volunteer Position Description.