
VOLUNTEER & SCREENING POLICY

Table of Contents

1	Background	2
2	Alignment.....	2
3	Accountability	2
4	Temporary Volunteers	2
5	Short-term Volunteers	3
6	Long-Term Volunteers	3
6.1	Identification of Risks.....	3
6.2	Position Descriptions	3
6.3	Recruitment	4
6.4	Application Processes	4
6.5	Interviews.....	4
6.6	Reference Checks.....	4
6.7	Criminal Record Checks.....	4
6.8	Orientation and Training.....	5
6.9	Supervision and Evaluation.....	5
6.10	Ongoing Monitoring.....	5
7	Volunteer Services and Requirements.....	6
7.1	Liability Insurance	6
7.2	Transportation While Conducting BC Artistic Swimming Business.....	6
7.3	Age of Volunteers	6
7.4	Commitment and Expectations	6
7.5	Confidentiality.....	6
7.6	Removal of a Volunteer	7
8	Volunteer Development and Recognition	7
8.1	Orientation and Training.....	7
8.2	Professional Development.....	7
8.3	Recognition	7

1 BACKGROUND

BC Artistic Swimming benefits from a vibrant, talented and enthusiastic group of contributors such as event volunteers, coaches, officials, Board members, committee members, and others involved in various roles. Without these critical contributions, the organization could not function, thrive or grow. However, it is critical that BC Artistic Swimming fosters a caring, fair, safe environment for all participants through quality programs and services, as well as skilled leaders and volunteers.

BC Artistic Swimming's Volunteer Policy aligns with safe sport practices established by the Responsible Coaching Movement, the *Canada Artistic Swimming (CAS) Screening Policy*, and other safe sport best practices endorsed by members of the national and provincial sport sectors.

2 ALIGNMENT

This policy aligns with the *CAS Screening Policy*. In such instances as this policy is in conflict with the *CAS Screening Policy*, BC Artistic Swimming will defer to the national policy and procedures.

3 ACCOUNTABILITY

BC Artistic Swimming is responsible for the well-being and safety of all participants and will be accountable for ensuring persons involved in provincial programs and services achieve the appropriate screening requirements and align their activities with the safe sport best practices outlined herein.

Affiliate Member Clubs are responsible for ensuring persons involved in club programs and services achieve the appropriate screening requirements and align their activities with the safe sport best practices outlined herein.

All members are accountable for their behaviour and for disclosing any and all information that may be relevant to the safety of other members, including if a member is charged with, subsequently receives a conviction for, or is found guilty of an offense. Failure to disclose relevant information to BC Artistic Swimming or the Affiliate Member Club may result in disciplinary action in accordance with *BC Artistic Swimming's Discipline and Complaints Policy*.

4 TEMPORARY VOLUNTEERS

Temporary volunteers fulfill duties for BC Artistic Swimming during provincial competitions and events such as figure scorers, runners, timers, music person, announcer, videographer, , assistant scorer, volunteer coordinator, hospitality, program sales, raffle ticket sales, set up and tear down. These volunteers perform their duties in an open, public environment and are not given direct access to athletes or vulnerable people.

Temporary volunteers must:

- (a) Be registered in the CAS Online Registration System
- (b) Sign up for volunteer duties through the electronic platform used by BC Artistic Swimming or the host organization.
- (c) Are encouraged to have a cleared criminal record check on file with their Affiliated Member Club but are not restricted from volunteering in a short-term role at a BCAS event.

5 SHORT-TERM VOLUNTEERS

Short-term volunteers fulfill duties for BC Artistic Swimming during provincial competitions and events such as photographer and security. While these volunteers generally perform their duties in an open, public environment, they may have access to athletes and vulnerable people and/or images of athletes in a private setting.

Short-term volunteers must:

- (a) Be registered in the CAS Online Registration System or have a contractual relationship with BC Artistic Swimming.
- (b) Sign up for volunteer duties through the electronic platform used by BC Artistic Swimming or the host organization, as appropriate.
- (c) Have a cleared criminal record check on file with their Affiliated Member Club or BC Artistic Swimming.

6 LONG-TERM VOLUNTEERS

Long-term volunteers make a meaningful and ongoing commitment to BC Artistic Swimming in a volunteer role such a member of the Board of Directors, official, committee member, provincial program chaperones, billets, etc. For the purposes of engaging long-term volunteers who undertake a variety of functions and responsibilities for the organization, BC Artistic Swimming undertakes a comprehensive screening process that may include any of the following actions:

- (a) Identification of Risks
- (b) Position Descriptions
- (c) Recruitment
- (d) Application Processes
- (e) Interviews
- (f) Reference Checks
- (g) Criminal Record Checks
- (h) Orientation and Training
- (i) Supervision and Evaluation
- (j) Ongoing Follow Up

6.1 IDENTIFICATION OF RISKS

BC Artistic Swimming conducts a regular review of its Risk Registry to re-evaluate its risks and mitigation strategies. Recognizing that the safety and well-being of its members is paramount and in alignment with the CAS Screening Policy, all staff and volunteer roles that constitute a position of trust or authority require screening. BC Artistic Swimming also mitigates risk by aligning with the Responsible Coaching Movement ensuring that all persons with direct contact with minor or vulnerable persons:

- (a) Complete screening and criminal record checks as outlined herein,
- (b) Implement the Rule of Two,
- (c) Complete Ethical Training.

6.2 POSITION DESCRIPTIONS

BC Artistic Swimming will develop position descriptions for all long-term volunteer positions. Some roles may be grouped into general areas of responsibilities such as chaperones, committee terms of

reference, directors at large etc. while others require specific scope of responsibility and accountability such as staff, contractors, President, Director of Finance, etc. Position descriptions will identify the supervisor, who may be a staff person or another volunteer, and will specify screening requirements for each role.

6.3 RECRUITMENT

Volunteer opportunities, the relevant position description and application process for long-term volunteer positions are published and shared with members or the public, as appropriate. The primary platform for recruitment is the BC Artistic Swimming website, electronic notifications distributed to members and social media.

6.4 APPLICATION PROCESSES

The application process for volunteer opportunities will be outlined in the electronic notice. Applicants are expected to provide their personal contact information, emergency contact information, prior volunteer experience, no less than 2 references and, if/when required, a Consent to a Criminal Record Check.

For positions that are filled through an election process, the election should not be confirmed until the elected party completes a Criminal Record Check. Verification of the nominee's experience and reference checks are to be conducted by the *Governance & Nominations Committee* in advance of the election.

6.5 INTERVIEWS

All volunteer candidates may be interviewed to determine suitability of the person for the position, and conversely, suitability of the position for the person. An interview can take on many forms including, but not limited to:

- (a) The presentation of qualifications and answering members' questions when nominated to the Board of Directors;
- (b) A phone call from a program leader;
- (c) A formal or informal discussion with a candidate to discuss the position and its responsibilities;
- (d) A formal interview with pre-determined questions.

6.6 REFERENCE CHECKS

The references for long-term volunteer candidates will be verified prior to the position being confirmed. Upon completion of the reference checks, if the supervisor determines that the applicant is not suitable for the position, the applicant will be advised of the decision to not appoint them to the position.

6.7 CRIMINAL RECORD CHECKS

The process for Criminal Record Checks will be in compliance with the *CAS Screening Policy*.

Any person over the age of 18 acting in any of the following designated positions must complete a Criminal Record Check:

- (a) BC Artistic Swimming Board of Directors
- (b) BC Artistic Swimming Committee Members
- (c) Provincial and National Officials

- (d) Competitive, Recreational and AquaGO! Coaches, Assistant Coaches, and Junior Coaches
- (e) Any person affiliated with BC Artistic Swimming whether paid or volunteer
- (f) Members of Affiliated Club Executives
- (g) Employees and Persons under contract by BC Artistic Swimming
- (h) All chaperones of minors or other vulnerable persons
- (i) Any person with access to sensitive personal or confidential information, financial records or money
- (j) Any role deemed by BC Artistic Swimming or its Affiliated Club Members to be a position of trust or authority

Criminal Record Checks completed through the BC Criminal Record Review Program or Sterling Talent Solutions are valid for five (5) years. Criminal Record Checks completed within 2 years through a local police services are valid until August 30, 2021 after which the individual will need to provide a CRC through the BCCRRP or Sterling Talent Solutions.

All persons in a designated position must complete a new CRC through the BCCRRP or Sterling Talent Solutions prior to the expiration of their current CRC.

Screening Disclosure Form

In accordance with the *CAS Screening Policy*, all participants who are in designated positions are required to submit a Screening Disclosure Form and will be asked to confirm the accuracy of this information annually as part of the registration process.

Participants must inform BC Artistic Swimming or their Affiliated Member Club, as appropriate, immediately of any changes that would alter their original responses on this Screening Disclosure Form. Failure to do so may result in disciplinary action under the *BC Artistic Swimming Discipline & Complaints Policy*.

Refusal to Comply

A participant that refuses to consent to a CRC or other required background checks, as prescribed by BC Artistic Swimming or their Affiliated Member Club, or to submit a Screening Disclosure Form is ineligible for the position.

6.8 ORIENTATION AND TRAINING

Appropriate orientation and training are available for all volunteer positions within BC Artistic Swimming.

6.9 SUPERVISION AND EVALUATION

Based on the level of risk associated with a volunteer position, appropriate supervision and evaluation processes will be established in the position description. Evaluations will include a self-assessment completed by the volunteer

6.10 ONGOING MONITORING

All volunteers must be advised that their activities will be monitored on an ongoing basis to ensure compliance with the position description. Regular monitoring will be in place for high-risk positions.

7 VOLUNTEER SERVICES AND REQUIREMENTS

7.1 LIABILITY INSURANCE

BC Artistic Swimming carries liability insurance that provides coverage for volunteers who are directly involved in BC Artistic Swimming activities. Volunteers should be duly registered through the CAS Online Registration System to ensure they have the appropriate insurance coverage.

Volunteers are encouraged to contact their personal insurance carrier for information on additional coverage during volunteer activities.

7.2 TRANSPORTATION WHILE CONDUCTING BC ARTISTIC SWIMMING BUSINESS

Upon request, volunteers who transport athletes or other participants to BC Artistic Swimming or association business in their personal vehicle must submit a copy of their valid driver's license and evidence of appropriate insurance to their Affiliated Member Club or BC Artistic Swimming, as appropriate, before beginning the volunteer assignment, and on an annual basis thereafter.

Only duly insured and properly maintained vehicles may be used to transport BC Artistic Swimming participants. Volunteers must obey all traffic regulations and abstain from operating a vehicle while under the influence of alcohol, drugs, or any other impairment such as health issues or exhaustion while transporting BC Artistic Swimming participants.

7.3 AGE OF VOLUNTEERS

Volunteers under the age of 18 who are not already members with BC Artistic Swimming must provide a signed letter of consent from their parent or legal guardian, with specific reference to the required CRC and reference checks.

7.4 COMMITMENT AND EXPECTATIONS

Volunteers are expected to fulfill their duties as agreed and in accordance with the schedule provided. If a volunteer is unable to meet their commitments, they must inform their supervisor as far in advance as possible so that alternate arrangements can be made.

7.5 CONFIDENTIALITY

From time to time, certain volunteer positions may have access to personal or confidential information. Volunteers must respect and maintain the confidentiality of personal or confidential information about BC Artistic Swimming and its members gained through their volunteer position.

Exceptions to the confidentiality clause include the legal obligations for staff or volunteers to provide information if:

- (a) It is so requested by authorities
- (b) the safety or well-being of participants are in question whereby the appropriate authorities must be notified
- (c) if there is a risk of danger to self or other whereby the appropriate authorities must be notified

7.6 REMOVAL OF A VOLUNTEER

BC Artistic Swimming's primary responsibility is the safety and well-being of its members. BC Artistic Swimming is also concerned with the integrity and reputation of the organization and the sport of artistic swimming. The behaviour of volunteers and anyone representing BC Artistic Swimming reflects on the association and impacts the enjoyment and future involvement of other members. If a volunteer does not adhere to the Conduct Policy, commits a dangerous or harmful act while participating in a BC Artistic Swimming activity or at any other time, the volunteer may be dismissed immediately and without warning.

Grounds for immediate dismissal may include but are not limited to:

- (a) Gross misconduct or insubordination
- (b) Committing a criminal offense (theft, assault, vandalism, etc.)
- (c) Acts of abuse, mistreatment or violence
- (d) Being under the influence of alcohol or drugs

8 VOLUNTEER DEVELOPMENT AND RECOGNITION

BC Artistic Swimming supports the involvement and personal growth of volunteers through training, professional development and recognition.

8.1 ORIENTATION AND TRAINING

Volunteers will be provided with orientation and training that is appropriate for their position and their level of volunteer involvement, which may include but is not limited to:

- (a) written materials such as position descriptions, policies, procedures, rules, manuals, etc.
- (b) an in-person, electronic or phone orientation session
- (c) an introduction to their supervisor or contact
- (d) information on how to contact their supervisor or BC Artistic Swimming staff
- (e) a schedule of meeting or event dates as soon as it is available
- (f) a schedule of volunteer assignments for BC Artistic Swimming events as early as possible

8.2 PROFESSIONAL DEVELOPMENT

BC Artistic Swimming will provide appropriate opportunities for the professional development (PD) of volunteers:

- (a) For technical volunteers, including coaches or officials, PD opportunities may include, but are not limited to, technical clinics or camps, mentoring, speaker series, webinars, or financial support.
- (b) For operational volunteers, PD opportunities may include, but are not limited to, workshops, presentations, financial support, mentoring, webinars, or advisory services.

8.3 RECOGNITION

BC Artistic Swimming recognizes the critical contribution of volunteers to both the sport and the organization in a number of ways, including but not limited to:

- (a) Apparel
- (b) Gifts

-
- (c) Annual Award Celebration
 - (d) Appreciative actions – verbal or written thank you
 - (e) Public recognition during events or on social media