

Athletics Yukon Background Screening Policy

Purpose:

There are two main purposes of the policy. The first, and most important, is to ensure that there is the least possible risk of harm to individuals participating in AY programs. The second is to ensure the least possible risk of harm to the organization as a whole.

In order to achieve these purposes, paid staff, board members and volunteers working with the AY organisation will be screened, as appropriate to their particular position, before being accepted to fill that position.

Application of policy:

This policy applies to staff employed by AY, AY board members and volunteers involved in AY program delivery, according to the level of risk involved in their particular position within the organization.

The policy does not apply to paid staff, board members or volunteers of AY affiliate organizations. AY affiliate organisations are encouraged to adopt this policy or a similar one for their organization.

Level of risk:

The policy will be applied according to the level of risk of the position.

- High level risk involves people in positions where there is potential for physical, sexual or other abuse that could harm the well-being of children participating in AY programs.
- Moderate level risk involves people in positions where there is potential for breach of trust or fraud that could harm the financial or administrative integrity of the AY organization.
- Low level risk involves people in positions where there is minimal risk to the safety of people participating in AY programs or of harm to the AY organization.

Screening requirements are consistent with the level of risk related to the position sought or held by an individual involved with the AY organisation.

Implementation:

In order to ensure practical application of the policy according to level of risk, this policy will take effect on March 1, 2019 existing AY staff, board members and volunteers.

Staff, board members and volunteers in place at the time that the policy comes into effect will be subject to criminal records check only. In subsequent years, they will need to meet the screening requirements appropriate to their position.

Date Policy passed by the Athletics Yukon Board: January 22, 2019 Date of most recent amendment to the Policy: January 22, 2019
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Staff, board members or volunteers coming into positions with AY subsequent to the adoption of this policy will be required to undertake initial screening required for their position.

Summary of Screening Requirements

Level of Risk	Position	Initial Screening requirement	Subsequent requirement (every two years)
High	Coach Assistant Coach Trip chaperone Any staff person or volunteer who may have opportunity for extended and/or unsupervised access to one or more children during AY activities.	Read and sign Code of Conduct form Personal Reference check at the board's discretion Criminal Record check for relevant offences and a vulnerable sector check, to be confirmed and recorded by two board members	Criminal record check for relevant offences and a vulnerable sector check.
Moderate	Board members of AY and Sport Co-ordinator /Administrator	Be provided with position description and bylaws. Personal reference check if deemed necessary by the board.	
Low	None at this time (race Volunteers and Officials)		

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