



Volunteer Screening Policy

1. Purpose:

The purpose of this policy is to establish a clear and consistent process for the Kingston Crossfire Lacrosse Association (KLA) to screen individuals to support a safe, healthy, and positive lacrosse experience within the community. KLA recognizes its responsibility to appropriately screen any person who may have access to Vulnerable Individuals. Given the positions of trust inherent in delivering active, high-quality sport programs, all volunteers will be required to undergo a screening process that reflects the duties and level of responsibility assigned by the Association.

2. Application:

This policy applies to all individuals who seek to volunteer with the Kingston Crossfire Lacrosse Association (KLA) in any capacity that involves direct or indirect access to Vulnerable Individuals. This includes, but is not limited to, coaches, assistant coaches, team managers, trainers, bench personnel, executive members, and any other volunteers whose assigned duties place them in a position of trust or authority. The level of screening required will correspond to the nature of the role and the degree of access to Vulnerable Individuals.

2.1 Application Process

- Individuals wishing to volunteer with the Kingston Crossfire Lacrosse Association (KLA) must submit a Volunteer Screening Application to the Association.
- Applicants will be informed of the screening requirements associated with their intended role, including any mandatory background checks or documentation.
- All required forms and supporting documents must be submitted in full before the individual may begin any volunteer duties.

- KLA will review the application and screening results to determine the applicant's eligibility based on the responsibilities and level of access associated with the role.
- Applicants will be notified of the outcome and, if approved, may proceed with onboarding and assignment to their volunteer position.

2.2 Definitions:

For the purposes of this policy, the following terms are defined as follows:

Vulnerable Individual

A Vulnerable Individual is any person under the age of 18, and/or any person who, due to age, disability, or other circumstances, is in a position of dependence on others or is at greater risk than the general population of being harmed by individuals in positions of trust or authority.

Volunteer

A Volunteer is any individual who performs duties on behalf of the Kingston Crossfire Lacrosse Association (KLA) without financial compensation. This includes coaches, assistant coaches, team managers, trainers, bench personnel, executive members, and any other individuals acting in a support or leadership capacity.

Screening

Screening refers to the process used by KLA to assess the suitability of individuals applying for volunteer roles. Screening may include, but is not limited to, Criminal Record Checks, Vulnerable Sector Checks, reference checks, interviews, and annual Offence Declarations.

Criminal Record Check (CRC)

A Criminal Record Check is a background check conducted by a police service that identifies adult convictions, outstanding charges, and other relevant police information, as permitted by law.

Vulnerable Sector Check (VSC)

A Vulnerable Sector Check is a specialized background check required for individuals who will be in positions of trust or authority with Vulnerable Individuals. It includes all elements of a Criminal Record Check, as well as a search for pardoned sexual offences.

Offence Declaration

An Offence Declaration is a written statement completed annually by a volunteer confirming whether they have been charged with or convicted of any criminal offences since their last screening submission.

Position of Trust

A Position of Trust is any role in which a volunteer has direct or indirect authority, influence, or responsibility over participants, including access to personal information, one-on-one interactions, or supervisory duties.

3. Application Guidelines:

All roles are required to have a Vulnerable Sector Check on file. These are good for three (3) years if the volunteer is active throughout those 3 years. In year two (2) and three (3) the volunteers can complete the OLA Declaration which KLA will provide.

3.1 Police Record Checks for Individuals Under 18 (Kingston Police)

Youth volunteers between the ages of 12 and 17 may be eligible to obtain a police record check under specific circumstances. In Kingston, the following requirements apply:

- Police record checks for youth must be completed through the Kingston Police Information Check (K-PIC) online system, and the applicant must reside within the Kingston Police jurisdiction.
- Consent from the youth and, where required, a parent or guardian must be provided, along with the stated purpose of the check (e.g., employment or volunteering).
- Youth aged 12 to 17 are only permitted to obtain police record checks when the request is for employment or volunteer work with a **government agency**, as required by legislation.
- In-person applications may be submitted at Kingston Police Headquarters, 705 Division Street, during regular office hours.
- For full details or updates to these requirements, individuals should consult the Kingston Police website or contact Kingston Police directly.

4. Process

4.1 Determine Screening Level. The appropriate screening level for each volunteer position must be identified based on the duties, level of responsibility, and degree of access to Vulnerable Individuals.

4.2 Bench/Team Staff and Team Volunteers

- a. Individuals assigned to bench or team roles must complete all required forms associated with their designated screening level and submit them to the KLA Privacy Officer(s)*.
- b. Team Managers are responsible for confirming, at the start of each season, that all bench/team staff and team volunteers have completed and submitted the required documentation.
- c. The Privacy Officer(s) will record and update the status of sensitive documents, including Vulnerable Sector Checks and Offence Declarations, and ensure they remain in good standing.

4.3 Executive Board Members and Coordinators

- d. Executive Board Members and Coordinators must also complete the required screening forms for their roles.
- e. Compliance for these positions will be tracked by the Privacy Officer(s)*.

4.4 Record Management and Confidentiality

- f. Completed police checks and related screening documents will be maintained in a confidential log overseen by the Privacy Officer(s)*.
- g. Records will be retained in accordance with the timelines established by the Ontario Lacrosse Association (OLA) Records Management Policy.
- h. All records and communications related to police record checks will be handled confidentially and will not be disclosed except as required by law or for use in a legal or disciplinary proceeding.

**The primary Privacy Officer for KLA is the Risk and Safety Director. In their absence, the Registrar, Treasurer, or President may act as Privacy Officer(s) and will track compliance accordingly.*

5. Screening Levels Table

The table below outlines the screening requirements for each category of volunteer roles within the KLA. Screening levels are based on the degree of responsibility, authority, and access to Vulnerable Individuals.

Role Category	Examples of Roles	Access to Vulnerable Individuals	Required Screening Components
Level 1-Low Risk	Event volunteers, tournament helpers, fundraising volunteers, timekeepers (no unsupervised access)	Minimal or no direct interaction; always supervised	<ul style="list-style-type: none"> • Volunteer Application Form • Code of Conduct
Level 2-Medium Risk	Team volunteers, bench assistants without primary supervisory duties	Direct interaction but not in a position of authority; supervised settings	<ul style="list-style-type: none"> • Volunteer Application Form • Code of Conduct • Criminal Record Check(CRC) • Annual Declaration
Level 3 – High Risk	Coaches, Assistant Coaches, Trainers, Team Managers, Executive Board Members, Coordinators	Direct authority, trust-based relationships, or unsupervised access to Vulnerable Individuals	<ul style="list-style-type: none"> • Volunteer Application Form • Code of Conduct • Vulnerable Sector Check (VSC) • Reference Checks (if required) • Interview/Assessment (if required)

6. Compliance and Enforcement

The Kingston Crossfire Lacrosse Association (KLA) is committed to maintaining a safe and supportive environment for all participants. Compliance with this Screening Policy is mandatory for all volunteers, team staff, Executive Members, and Coordinators.

6.1 Compliance Requirements

- All individuals assigned to volunteer roles must complete the screening requirements associated with their designated screening level before beginning any duties.
- Volunteers must ensure that all screening documents, including Vulnerable Sector Checks, Criminal Record Checks, and annual Offence Declarations, remain current and valid throughout their involvement with KLA.
- Team Managers and Privacy Officer(s)* are responsible for monitoring compliance and ensuring that no individual participates in activities without meeting the required screening standards.

6.2 Non-Compliance

Failure to comply with the Screening Policy includes, but is not limited to:

- Not submitting required screening documents
- Submitting incomplete or expired documentation
- Refusing to undergo required checks
- Failing to provide an annual Offence Declaration
- Withholding information relevant to screening eligibility

Individuals who do not meet screening requirements will not be permitted to participate in any volunteer or team-related activities until compliance is achieved.

6.3 Enforcement Measures

KLA may take one or more of the following actions in response to non-compliance or concerns arising from screening results:

- Temporary suspension from volunteer duties
- Removal from a team or volunteer position
- Restrictions on duties or access to Vulnerable Individuals

- Referral to the KLA Executive for further review
- Reporting to the Ontario Lacrosse Association (OLA) or other governing bodies when required
- Reporting to law enforcement when legally obligated

Decisions will be made based on the nature of the role, the level of risk, and the best interests of participants and the Association.

6.4 Review of Screening Results

- If screening results raise concerns, the Privacy Officer(s) will conduct a confidential review and may consult with the KLA Executive as appropriate.
- Individuals may be asked to provide additional information or clarification.
- KLA reserves the right to determine whether an individual is suitable for a volunteer role based on the totality of information available.

6.5 Confidentiality

- All screening information is handled in strict confidence and stored securely by the Privacy Officer(s).
- Information will only be disclosed when required by law or when necessary for legal, disciplinary, or safety-related proceedings.

7. Policy Review and Updates

KLA is committed to maintaining screening practices that reflect current legal requirements, sport-sector standards, and best practices for safeguarding Vulnerable Individuals. To ensure ongoing relevance and effectiveness, this policy will be reviewed and updated as follows:

7.1 Annual Review

- The Screening Policy will undergo an annual review led by the Risk and Safety Director.
- The review will assess the effectiveness of current screening procedures, alignment with Ontario Lacrosse Association (OLA) requirements, and any changes in legislation or community standards.
- Recommendations for revisions will be presented to the KLA Executive for approval.

7.2 Interim Updates

- KLA reserves the right to amend this policy at any time if new legal obligations, risk-management considerations, or organizational needs arise.
- Interim updates may be initiated by the Risk and Safety Director, the President, or the Executive Board.

7.3 Communication of Changes

- Any updates to the Screening Policy will be communicated to all volunteers, team staff, Executive Members, and Coordinators in a timely manner.
- Updated versions of the policy will be posted on KLA's official communication channels and included in seasonal onboarding materials.

7.4 Version Control

- KLA will maintain a record of all revisions to this policy, including the date of approval and a summary of changes.
- Previous versions will be archived in accordance with the OLA Records Management Policy.