**Tier 2 - Hiring and Screening Policy**

*Note that all capitalized terms in this document refer to defined terms in the Implementation Guide.*

1. **Approval Date**

This policy is approved by [INSERT NAME OF APPROVING PERSON/BODY] on [INSERT DATE]. To ensure currency, relevancy, and accountability, this policy shall be reviewed [annually or once every two years].

1. **Purpose**

Everyone plays a role in keeping sport safe and prioritizing the well-being of all *Participants*. This policy outlines proper hiring and selection procedures of employees and volunteers within [INSERT NAME OF SPORT ORGANIZATION], which support the protection and prevention from *Maltreatment* and *Discrimination* of all *Participants*. The goal of this policy is to ensure [INSERT NAME OF SPORT ORGANIZATION] is taking the appropriate steps to prioritize the safety of *Participants* by implementing and adopting clear and consistent hiring and volunteer selection practices.

1. **Authority and Scope**
   1. This policy applies to all persons who are involved in the activities of [INSERT NAME OF SPORT ORGANIZATION], particularly all *Participants* who hold a position of trust or authority. This may include, but is not limited to:
      1. Anyone who signed the *Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS)* Pledge;
      2. Anyone in a position of employment, volunteering, or serves on the Board, with [INSERT NAME OF SPORT ORGANIZATION];
      3. Anyone 19 or older in a working relationship with [INSERT NAME OF SPORT ORGANIZATION];
      4. Parents, legal guardians, and caregivers of *Minor* athletes or *Vulnerable Participants* who participate in sport with [INSERT NAME OF SPORT ORGANIZATION];
      5. Any person contracted, subcontracted, or are third-party providers of [INSERT NAME OF SPORT ORGANIZATION] or teams of [INSERT NAME OF SPORT ORGANIZATION] including, but not limited to, athletic trainers, dieticians, and counselors; and
      6. Anyone participating in other capacities such as, but not limited to, an athlete, a coach or an official, with [INSERT NAME OF SPORT ORGANIZATION].
2. **Screening**

Screening will be done prior to the beginning of employment, volunteering position, or contracted work with [INSERT NAME OF SPORT ORGANIZATION]. Screening will:

* 1. Be in compliance with the Canadian Charter of Rights and Freedoms, and respective provincial and territorial employment legislation, and human rights codes;
  2. Include that all *Participants* in a position of trust or authority are searched on the [Canadian Safe Sport Program Public Registry](https://cces.ca/canadian-safe-sport-program-public-registry)\*;

*\*It should be noted that the registry does not serve as an exhaustive list of current or past Sanctions and Provisional Measures.*

* 1. Include an internet search to gather additional information about the candidate related to their online presence, and suitability for the role;
  2. Include a qualification check by reviewing the cover letter and resume/CV as listed in the position posting; and
  3. Include a reference check of the candidate during the recruitment process in order to ensure suitability for the role.

1. **Criminal Background and Vulnerable Sector Checks**
   1. Any employee, volunteer or other contracted individual who is participating or working in direct contact with *Minors* or *Vulnerable Participants*, must obtain a vulnerable sector check. At minimum, all *Participants* in a position of trust or authority must obtain a criminal background check before employment or involvement with [INSERT NAME OF SPORT ORGANIZATION].
   2. Criminal background or vulnerable sector checks must be obtained every two years from the initial criminal background or vulnerable sector check submission.
   3. [INSERT NAME OF SPORT ORGANIZATION] will keep documentation and maintain records related to the employee lifecycle in compliance with data protection regulations and legislation.
2. **Training and Orientation**
   1. All new employees or volunteers must sign and fulfill the *UCCMS* Pledge.
   2. All *Participants* in a position of trust or authority must complete safe sport *Education* and/or *Training* identified by [INSERT NAME OF SPORT ORGANIZATION], as needed and appropriate.
   3. All *Participants* in a position of trust or authority must complete an orientation, which includes training on policies, procedures, expectations, and on-site job training as required, within the first two weeks of starting the position.
   4. All new employees or volunteers understand and commit to the values and mission of [INSERT SPORT ORGANIZATION NAME].