

## Saint John Track & Field Club Inc.

### POLICY STATEMENT 2.0: SJTC Volunteer / Coach Screening Policy

- 2.1 **Assessment of Risk:** The Board of Directors is responsible for assessment of risk related to all positions of the Club looking at the possibilities of loss or injury that might arise in programs, activities and services and taking steps to stop, minimize, prevent or eliminate them all together. This includes the Club's obligation to take all reasonable measures to care for and protect their participants from harm. The Board has established the need to screen an applicant as dictated by the nature of the position and its inherent level of risk. When determining risk consider such factors as the participant, the environment, the nature of the activity, the level of supervision and the nature of the relationship.
- 2.2 **First Aid Training:** The Board will provide first aid training to any interested volunteer, official or coach and requires that at least one coach/volunteer trained as a first responder be on site at Club practices.
- 2.3 **Facility Emergency Action Plan:** The Club will prepare an emergency action plan for each training venue which will be reviewed at the annual Board/staff orientation sessions as well as being provided to coaches.
- 2.4 **Return to training / competition after injury:** Athletes who have sustained an injury will only return to training and competition when they are healed and healthy in the opinion of their coach in consultation with the athlete and/or parents (if under age 18) and medical officials. A coach may have the right to receive written confirmation from medical officials on the status of the injury/health issue in making the decision to allow the athlete to return.
- 2.5 **Screening Measures:** The various positions in the Club have been ranked according to the level of risk associated with that position and the appropriate screening measures have been assigned to each level of risk.

<b>Risk Level</b>	<b>Screening Measure</b>
<b>High Risk Positions:</b> Camp Leaders and Staff High Performance Coaches Summer Staff	Application Form (with references) Interview by Selection Committee/Board Members References Checked Police Records Check (updated every 3 years)
<b>Medium Risk Positions:</b> Coaches, Instructors or Volunteers working with athletes under ages 15	Police Records Check (updated every 3 years) ANB Application (references if requested by the Board)
<b>Low Risk Positions:</b> Board members Event Officials and Volunteers	None

- 2.6 **Boundaries / Limitations:** It is the Club's policy that all volunteers and coaches shall abide by the following standards.
- Shall never be alone with a player especially under the age of 15.
  - Shall not be responsible for transportation to/from practices/games/tournaments.
  - Shall be a role model; no drugs, alcohol, smoking or abusive language at practices, games, or tournaments.
  - Shall adhere to ANB and Club policies.
  - Shall embrace Club values, principles, and policies as per Club Constitution.
  - Shall demonstrate the ability to set and maintain standards for players (i.e. respect, self-discipline, fair play).

Adopted, BoD; March 20, 2014