

## Appendix A – Screening requirements – To be reviewed an update annually by the Safe & Equitable Sport Committee

Risk Category	Screening requirements	Athletics Canada (AC) Responsibility & who to screen
<u>Level 1 – Low Risk</u> - Individuals involved in low risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Individuals.	a) Complete an Application Form & Screening Disclosure Form  <b>How we screen:</b> Process incorporated into the regular application process for membership and on regular volunteer recruitment forms.	Officials, parents, youth, or volunteers who take on non-regular or informal volunteer roles with an AC organized program such as events and committees
<u>Level 2 – Medium Risk</u> – Individuals involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to Vulnerable Individuals.	a) Complete an Application Form & Screening Disclosure Form b) Complete and provide an <i>Enhanced Police Information Check (E-PIC)</i> c) Provide one letter of reference related to the position, if requested d) Provide a driver’s abstract, if requested e) Participate in training, orientation, and monitoring as determined by responsible authority  <b>How we screen:</b> Process as part of application process for selection to any team, coach registration process, or other volunteer recruitment process. <b>Responsibility</b> of selection committee for that activity.	Coaches who are typically under the supervision of another coach.  Athlete support personnel including Non-coach employees, IST and team managers of AC operations.
<u>Level 3 – High Risk</u> – Individuals involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with finances, and who have frequent or unsupervised access to Vulnerable Individuals.	a) Complete an Application Form & Screening Disclosure Form b) Complete and provide an <i>Enhanced Police Information Check (E-PIC)</i> and a Vulnerable Sector Check c) Provide one letter of reference related to the position d) Participate in training, orientation, and monitoring as determined by responsible authority e) Provide a driver’s abstract, if requested  <b>How we screen:</b> Process incorporated into all hiring processes, coach registration process, application process for selection to a team staff, board selection processes and other volunteer recruitment process. <b>Responsibility</b> of Senior staff and selection committees for that area.	All full time. Part time and contracted AC staff.  Coaches who travel with athletes and anyone who could be alone with athletes.  Anyone travelling with the National Team such as coaches, team managers, medical staff, national office staff, personal coaches, and other designated persons.  Members of the Board of Directors.