

# Protecting People

# Background Screening



Background screening ensures applicants to your sport organization — including staff, coaches, and volunteers — meet the important requirements to participate in all activities.

## Screening tools include



**Detailed job postings**



**Police information checks**



**Interviews**



**Reference checks**

## Background Screening Resources

Ensure a thorough and transparent background screening process exists for all coaches, staff and volunteers.

Post requirements to your website: application form, policies, Enhanced Police Information Check or international criminal record check requirements, professional references, previous employment and coaching experience.

- ➔ [Background Screening Matrix](#)
- ➔ [Enhanced Police Information Check \(E-PIC\) — CAC landing page](#)
- ➔ [Background Screening Policy and Process Considerations for Sport Organizations](#)
- ➔ [Screening Policy Template](#)
- ➔ [Screening at Volunteer Canada](#)
- ➔ [Volunteer Canada screening handbook](#)
- ➔ [Commit to Kids Program Kit](#)
- ➔ [Scouts Canada Volunteer Screening Policy](#)
- ➔ [Scouts Canada Screening Interview Guide](#)



Keep Sport Safe, Smart and Secure

For more information, visit  
[coach.ca/RCM](https://coach.ca/RCM)



# Responsible Coaching Movement: Background Screening Matrix

|                                      | LEVEL 1<br>Low Risk Positions<br>Individuals involved in low risk assignments are not in a supervisory role, not directing others, not involved with financial/cash management, and/or do not have access to minors or people with a disability. |                  |                       | LEVEL 2<br>Medium Risk Positions<br>Individuals involved in medium risk assignments may be in a supervisory role, may direct others, may be involved with financial/cash management, and/or who may have limited access to minors or people with a disability. |                        |           | LEVEL 3<br>High Risk Positions<br>Individuals involved in high risk assignments occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with financial/cash management, and have access to minors or people with a disability. |                     |               |
|--------------------------------------|--|------------------|-----------------------|--|------------------------|-----------|---|---------------------|---------------|
|                                      | Non-Volunteer Parents  | Youth Volunteers | Occasional Volunteers | Assistant Coaches  | Volunteer Head Coaches | Directors | Paid Head Coaches   | Travel Team Coaches | Team Managers |
| Application Form                     |  | ●                | ●                     | ●  | ●                      | ●         | ●   | ●                   | ●             |
| One Letter of Reference              |  | ●                | ●                     | ●  | ●                      | ●         |   |                     |               |
| Two Letters of Reference             |  |                  |                       |  |                        |           | ●   | ●                   | ●             |
| Position Briefing/ Orientation       | ●  | ●                | ●                     | ●  | ●                      | ●         | ●   | ●                   | ●             |
| Driver's Abstract (if requested)     |  |                  |                       | ●  | ●                      | ●         | ●   | ●                   |               |
| Screen Disclosure Form               |  | ●                | ●                     | ●  | ●                      | ●         | ●   | ●                   | ●             |
| Criminal Record Check (E-PIC)        |  |                  |                       | ●  | ●                      | ●         | ●   | ●                   | ●             |
| Vulnerable Sector Verification (VSV) |  |                  |                       |  |                        |           | ●   | ●                   |               |