

ALBERTA GOLF SCREENING POLICY

This policy is to ensure that the Alberta Golf Association, operating as Alberta Golf ("Alberta Golf"), has taken due diligence to protect:

- juniors who are competitors or volunteers at all Alberta Golf conducted or sanctioned events
- the integrity of cash management and financial transactions
- the handling of confidential information under the Privacy Act
- any other vulnerable sector as determined from time to time

by means of screening any Alberta Golf staff, contracted individuals and volunteers ("AG Representatives") involved in these areas.

An Alberta Golf conducted event can be defined as a championship or program that is directly supervised by Alberta Golf staff, contracted individuals and/or volunteers. This encompasses all of Alberta Golf's programs including Amateur Competitions, Professional Championships, Hall of Fame, Player Development, Rules and Amateur Status, Golf for the Cure and Future Links.

Note: The responsibility for screening Host Club volunteers and Host Club staff at club conducted events that are sanctioned by Alberta Golf or represent an Alberta Golf program is the responsibility of the club. This policy will be made available to golf clubs for their reference with the recommendation that it be reviewed and implemented where they deem the policy applicable.

Policy Statement

Alberta Golf volunteers, contracted individuals and staff (AG Representatives) will be screened via this policy. Each AG Representative has been assigned a **risk level** and a **screening level** according to Alberta Golf's Screening Levels Chart (Appendix 1) and Screening Levels Guidelines (Appendix 2) based on the nature of that particular role. In general, the **risk level** increases as the AG Representative's direct supervision and authority over a youth (a person 19 years of age and under), cash management or other vulnerable sectors increases.

A clean police record check is a condition of employment or assignment to a volunteer or contracted position for any position at Alberta Golf that falls under the guidelines of this policy.

This policy identifies risk in order to protect a particularly vulnerable segment of Alberta Golf's competitors and volunteers from harassment and abuse as defined in the Alberta Golf's Recognition and Prevention of Harassment and Abuse Policies. The corresponding screening level will determine the minimum security screening that the individual will be subject to in order to satisfy this policy and be granted approval to volunteer or work at an Alberta Golf conducted event.

Alberta Golf will accept a criminal record check issued within 12 months of the Alberta Golf event. A criminal records check submitted by an Alberta Golf staff member shall be valid for the duration of their employment or engagement with Alberta Golf. A criminal records check submitted by a volunteer or contracted individual will expire five years from the date of issue.

Alberta Golf will incur the cost of a criminal records check or driver's abstract required under this policy.

Alberta Golf Staff and Volunteer Screening Process

1. Each AG Representative's position at Alberta Golf conducted events has been assessed a screening level according to Alberta Golf's Screening Levels Chart and Screening Levels Guidelines.
2. Positions assessed as L2 or L3 in Appendix 2 are identified as requiring supplemental screening (ie. criminal records check, driver abstract or medical certificate).
3. Each Alberta Golf staff member that is supervising an Alberta Golf conducted event is responsible for ensuring that the necessary screening has been completed for the individuals assigned to that event.
4. Each Alberta Golf staff member that is supervising an Alberta Golf conducted event will liaise with Alberta Golf's Human Resources to track and record this screening. Human Resources will keep a record of which positions require screening at each event as well as any driver abstracts, medical certificates and criminal records checks that are collected. Only Human Resources and the Privacy Officer will have access to these documents (Exception – Alberta Golf is required to provide a copy of the driver abstracts to the insurer).
5. All screening of the individuals assigned to an Alberta Golf conducted event shall be completed prior to these individuals assuming their responsibilities.
6. Alberta Golf reserves the right to reject an applicant based on the results of this screening.

APPENDIX 1

SCREENING LEVELS CHART

Screening Level	Assignment Functions/Risk Levels	Screening Required
L1	Low risk assignments where:	Basic screening consisting of at least one of the following:
	Individuals are not in a supervisory role or directing others.	Orientation and/or Training Application Form, Resume, Curriculum Vitae
L2	Assignments requiring qualification checks:	Screening process L1 plus:
	Individuals are in a position that requires proof of specific qualifications or clean records.	Driver Abstract or Medical Certificate
L3	High risk assignments where:	Screening process in L1 & L2 plus:
	Individuals have direct supervision and authority over a youth, any other vulnerable sector or cash management.	Criminal Records Check

APPENDIX 2

SCREENING LEVELS GUIDELINES

L3 – Positions requiring Criminal Records Check

Staff

- All Alberta staff, coaches and trainers

Volunteers

- All individuals accompanying an Alberta Golf International team
- All individuals acting as an Alberta Golf Tournament Chair for an Alberta Golf professional championship or any Alberta Golf junior championship
- Any Club Tournament Chairperson of any Alberta Golf professional championship or any Alberta Golf junior championship, along with their direct organizing committee

L2 – Positions requiring Supplemental proof of qualifications

Staff/Volunteers

- Any staff or volunteer driving a vehicle owned by Alberta Golf, rented on behalf of Alberta Golf or provided to Alberta Golf under an agreement with a car sponsor must submit to a driver abstract

Volunteers/Others

- Any individual that is driving a provincial team van supplied by Alberta Golf at an Alberta Golf amateur championship must submit a driver's abstract

L1 – Positions requiring training and/or orientation

Any staff, contracted individual or volunteer not listed in L2 or L3 above should have filled out an application form or provided Alberta Golf with a resume or curriculum vitae. Alberta Golf will ensure this person is provided with appropriate training and/or orientation to fulfill their role. These individuals should understand and agree to comply with the following Alberta Golf policies:

- Alberta Golf Prevention of Abuse policy
- Alberta Golf Recognition and Prevention of Harassment policy
- Alberta Golf Code of Ethics policy
- Alberta Golf Privacy policy
- Alberta Golf Screening policy

Level 1 (L1): Low Risk Assignments

The screening of individuals with assignments at this risk level will consist of at least one of the following plus the aforementioned pre-screening measures.

1. Application Form

The application form is an effective means by which to relay detailed information (such as duty descriptions), collect data about a candidate's qualifications, outline specific screening requirements and obtain permission to perform security checks. The completion of an application form is not practical for all staff and volunteer roles within Alberta Golf conducted events and may be replaced by a resume or curriculum vitae. However, whenever possible the use of an application form is recommended.

2. Training

A trained AG Representative is better suited to perform their duties and adhere to this policy. During training Alberta Golf can clearly outline any pertinent policies further reducing risk and will request that all trainees sign off on these policies as proof that they understand them. An orientation or training session also allows qualified AG Representatives to observe individuals in a 'work environment' adding another dimension to the screening process.

3. Supervision

All AG Representatives should have regular supervision. This is particularly true of individuals who have been placed in high risk assignments. The presence of a staff or volunteer supervisor will create an atmosphere which deters inappropriate action.

Level 2 (L2): Assignments Requiring Qualifications Checks

The screening of individuals with assignments at this risk level will consist of at least one component of L1 plus the following.

1. Qualifications Check

There are roles within an Alberta Golf conducted event that require proof of specific qualifications or clean records in order for an individual to be granted clearance. This check can be unrelated to the primary goal of this policy however the nature of the duties contains a level of risk that necessitates supplementary documentation. A qualifications check most often takes the form of a certificate (driver abstract or medical certificate) which is provided by the individual, or obtained by Alberta Golf, prior to the individual assuming their responsibilities.

Level 3 (L3): High Risk Assignments

The screening of individuals with assignments at this risk level will consist of at least one component of L1 plus the following.

1. Criminal Records Checks

Individuals seeking a role involving direct supervision of, regular one-on-one interaction with, and/or authority over a youth (person 19 years of age and under), any other vulnerable sector, or cash management may be required to submit a criminal records check to Alberta Golf. The need for a criminal records check will be made clear to the individual early on in the application process.

Simply requesting criminal records checks signals to everyone involved (volunteers, staff, partners, competitors, parents, guardians) that Alberta Golf is diligent about individual screening at Alberta Golf conducted events. The criminal records check will be submitted to Alberta Golf prior to the individual assuming their responsibilities.

1. If the individual is already in possession of a valid criminal records check (issued within one year prior to Alberta Golf conducted event in question) they are to submit a copy to Alberta Golf Human Resources.
2. If the individual is not in possession of a valid criminal records check, one must be obtained via Alberta Golf's criminal records check service, BackCheck.
3. The supervising Alberta Golf staff will provide Human Resources with the names and contact information of the individuals requiring a check at their events.
4. The supervising Alberta Golf staff will send a standard email to the individual outlining that their position at an Alberta Golf conducted event has been identified as one which requires a criminal records check. This email will notify the individual that a second email will follow from BackCheck with instructions on how and where to complete an on-line criminal records check (Appendix 4).
5. BackCheck's Criminal Record Checks are compliant with PIPEDA and Canadian privacy and human rights legislation. BackCheck's Criminal Record Checks are based on information maintained on file by the Canadian Police Information Centre (CPIC).
6. The results of the criminal records check will be submitted in confidence to Alberta Golf Human Resources within 24 hours of on-line submission. Alberta Golf Human Resources will determine if the results of the criminal records check compromises or confirm the individual's eligibility for the position in question. If they are no longer eligible they will be notified to that effect by Alberta Golf Human Resources. If the results confirm their eligibility, Alberta Golf Human Resources will inform the supervising Alberta Golf staff of the individual's clear status.
7. Once a volunteer has submitted a criminal records check and has been approved for a role within an Alberta Golf conducted event their criminal records check will be valid for five years from the date of issue. Approved criminal records checks for Alberta Golf staff will be valid for the duration of time with Alberta Golf.

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APPENDIX 3 STANDARD SCREENING E-MAIL

The procedure of obtaining a criminal record check is to be standard across Alberta Golf. This appendix is meant to act as a guide and template in developing an appropriate email for Alberta Golf staff members to provide to individuals that are required to obtain a criminal record check under this policy.

Hello <<Name>>,

Your (volunteer, contracted or employment) position has been identified as requiring a criminal records check in accordance with Alberta Golf's Staff and Volunteer Screening Policy because of {SELECT ONE - your potential direct supervision of and authority over a youth (person under 19), other vulnerable sector or cash management}.

As such, you must procure a criminal records check prior to assuming your responsibilities with Alberta Golf.

How to proceed:

1. If you have a criminal records check that has been issued within 12 months prior to the Alberta Golf conducted event, you may submit a copy to Alberta Golf (22 – 11410 27th Street SE, Calgary, Alberta, T2Z 3R6, Attn: Human Resources) in order to satisfy the Alberta Golf Screening Policy.
2. If you do not have a criminal records check that has been issued to you within 12 months of the event **you must complete the on-line records check via BackCheck**, a convenient and confidential criminal records check service. An email will be sent to you by BackCheck with instructions on how to proceed. The cost of this check will be covered by Alberta Golf.

The results of your criminal records check will be sent to and kept confidential by Alberta Golf's Human Resources Department.

If you have any questions, please contact me at 403.236.4616.

Thank you for your cooperation in this matter.

Best regards,

Alberta Golf