

# ***Perth-Andover Recreation Commission Volunteer/Staff Screening Policy***

## **Whereas**

The Perth-Andover Recreation Commission realizes that volunteers are the lifeblood of sport and recreation programs. Volunteers make it easier for players, athletes and participants to enjoy sport and recreation activities.

As an organization offering services and programs, which benefits from volunteer assistance, it is the Recreation Commission's duty to protect our staff, volunteers, and participants from abuse of any form. As a result, the Recreation Commission has adopted the following Volunteer/Staff Screening Policy.

## **Definitions**

### **Recreation Commission Volunteers**

Will be categorized in two groups A) Seasonal/Fulltime Volunteers, or B) Special Event Volunteers

### **Seasonal/Full-time Volunteers**

These are defined as individuals who ***volunteer directly*** for the Perth-Andover Recreation Commission or the River Valley Civic Centre on a seasonal or annual basis. Examples include and not limited to the following - youth baseball coaches, umpires, dance instructors, fitness instructors, Active Living Centre volunteers, swim team officials, etc...

### **Special Event Volunteers**

These are volunteers which assist with one day or two day events.

### **Community Organizations**

These are the organizations that use facilities operated by the Recreation Commission and are completely separate and independent organizations. Examples include and not limited to the following - SV Skate Club, SV Minor Hockey, Rapid Hockey Team, Softball Teams, Farmers Market Committee, etc...

### **Level One Screening**

This will include a confidential application form, provision of three character references, Police Record Check, a review appointed staff and Recreation Commission Executive.

### **Level Two Screening**

This will include a confidential application form, provision of three character references, a review by appointed staff.

### **Confidential Application Form**

Will include the following - Name, Address, Phone, three character references, motivation for volunteering, previous volunteer experience, and a section for comments.

Police Record Check

A letter from the Recreation Commission will request that an individual have a Police Record Check completed at our local RCMP detachment. This check will obtain information from the Canadian Police Information Centre.

**Recommendations**

1. All Recreation Commission Members, Staff, and Seasonal/Fulltime Volunteers will be required to complete a Level One Screening prior to being accepted to a paid or non paid position. This application will be reviewed by appointed staff and the Recreation Commission Executive for approval or rejection.
2. Special Event Volunteers are **required** to complete a Level Two Screening. This application will be reviewed by appointed staff for approval, rejection, or recommendation of a Level One Screening.
3. Community Organizations are to be encouraged to accept a similar screening process to the Recreation Commission Level One Screening.

Approved \_\_\_\_\_

Date \_\_\_\_\_

**VOLUNTEER APPLICATION FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ Phone: (Work) \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Choices of volunteer positions within the organization:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Why are you interested in this type of volunteer work?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Working Conditions:**

Times available:

\_\_\_\_\_  
\_\_\_\_\_

Preferred working location (or other special needs or concerns):

\_\_\_\_\_  
\_\_\_\_\_

**List any previous volunteer positions:**

Name of Organization: \_\_\_\_\_

Dates: \_\_\_\_\_

Volunteer Position: \_\_\_\_\_

Tasks and duties: \_\_\_\_\_

\_\_\_\_\_

Name of Organization: \_\_\_\_\_

Dates: \_\_\_\_\_

Volunteer Position: \_\_\_\_\_

Tasks and duties: \_\_\_\_\_

\_\_\_\_\_

Name of Organization: \_\_\_\_\_

Dates: \_\_\_\_\_

Volunteer Position: \_\_\_\_\_

Tasks and duties: \_\_\_\_\_

\_\_\_\_\_

Name of Organization: \_\_\_\_\_

Dates: \_\_\_\_\_

Volunteer Position: \_\_\_\_\_

Tasks and duties: \_\_\_\_\_

\_\_\_\_\_

Other jobs, education, experiences (if applicable):

Where:

When:

Describe:

Where:

When:

Describe:

Special Skills:

How did you hear about the Recreation Commission?

Signature:

Date:

*Thank you for your interest!*

## **CRIMINAL RECORD CHECK**

I give my permission for "The Perth-Andover Recreation Commission " to allow the RCMP from Perth-Andover to do a criminal reference check about my suitability for the position of Board Member for the Recreation Commission.

I understand that this information will be kept in confidential files which can only be accessed by The Recreation Director, Program Coordinator, and the Chairperson of the Perth-Andover Recreation Commission.

\_\_\_\_\_ (signature)

\_\_\_\_\_ (print name)

\_\_\_\_\_ (date)

Send completed forms to: Perth-Andover Recreation Commission Inc.  
11 School Street  
Perth-Andover NB  
E7J 4T4