



Golf Canada  
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[golfcanada.ca](http://golfcanada.ca)

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**APRIL 2017**

## **VOLUNTEER & STAFF SCREENING POLICY**

This policy is to ensure that The Royal Canadian Golf Association, operating as Golf Canada (“Golf Canada”), has taken due diligence to protect:

- juniors who are competitors or volunteers at a Golf Canada conducted event,
- the integrity of cash management and financial transactions,
- the handling of confidential information under the Personal Information Protection and Electronics Document Act (PIPEDA), and
- any other vulnerable sector as determined from time to time;

by means of screening any Golf Canada staff, and volunteers involved in these areas.

*Note: “Staff” includes any individual contracted to provide services to Golf Canada.*

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

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

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## 1. Policy Statement

Golf Canada volunteers and staff may be screened via this policy. Each volunteer and staff position has been assigned a **risk level** and a **screening level** according to Golf Canada'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 staff, or volunteer'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 position for any staff or volunteer position at Golf Canada that falls under the guidelines of this policy.

This policy identifies risk in order to protect a particularly vulnerable segment of Golf Canada's competitors and volunteers from harassment and abuse as defined in the Golf Canada's Recognition and Prevention of **Discrimination, Harassment & Violence Policy and the Golf Canada Recognition and Prevention of Abuse Policy**. 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 a Golf Canada conducted event.

Golf Canada will accept a criminal record check issued before 12 months of the Golf Canada event. A criminal records check submitted by a Golf Canada staff or volunteer shall be valid for five years from the date of issue.

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

## 2. Staff and Volunteer Screening Process

- a) Each staff and volunteer, position at Golf Canada conducted events have been assessed a screening level according to Golf Canada's Screening Levels Chart and Screening Levels Guidelines.
- b) Positions assessed as L2 or L3 in Appendix 2 are identified as requiring supplemental screening (ie. criminal records check, driver abstract or medical certificate).



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- c) The Golf Canada Director Rules, Competitions and Amateur Status will provide Human Resources with the names and contact information of the individuals requiring a check at their events before March 1 of every year.
- d) Golf Canada 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 – Golf Canada may provide a copy of the driver abstracts to the insurer for review).
- e) All screening of the individuals assigned to Golf Canada conducted event shall be completed prior to these individuals assuming their responsibilities.
- f) Golf Canada 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
<b>L1</b>	<b>Low risk assignments where:</b>	<b>Basic screening consisting of at least one of the following:</b>
	Individuals are not in a supervisory role or directing others.	<ol style="list-style-type: none"> <li>Orientation and/or Training</li> <li>Application Form, Resume, Curriculum Vitae</li> </ol>
<b>L2</b>	<b>Assignments requiring qualification checks:</b>	<b>Screening process L1 plus:</b>
	Individuals are in a position that requires proof of specific qualifications or clean records.	<ol style="list-style-type: none"> <li>Driver Abstract or Medical Certificate</li> </ol>
<b>L3</b>	<b>High risk assignments where:</b>	<b>Screening process in L1 &amp; L2 plus:</b>
	Individuals have direct supervision and authority over a youth, any other vulnerable sector or cash management.	<ol style="list-style-type: none"> <li>Criminal Records Check</li> </ol>



## **APPENDIX 2**

### **SCREENING LEVELS GUIDELINES**

#### **L3 – Positions requiring Criminal Records Check**

##### **Staff**

- All Golf Canada Professional Championship Management staff
- All Golf Canada Sport staff, including, interns, coaches and IST support
- All Golf Canada contract coaches and management at the Golf Canada Calgary Centre
- All Golf Canada staff in finance and human resources
- All management staff at Golf Canada Learning Centre in Calgary
- All Golf Canada staff working with Hall of Fame/Museum tour groups
- All members of the Senior Management Team (CEO, CFO, CSO, CCO, Managing Director - Membership, Tournament Director, CEO – Foundation, and Managing Director – Brand & Marketing)

##### **Volunteers**

- All members of the Board of Director's and Governor's Council
- All volunteers working as Golf Canada Tournament Officials for a Golf Canada professional championship or any Golf Canada championship that accepts junior competitors.
- Any Club Tournament Chairperson of any Golf Canada professional championship or any Golf Canada junior championship, along with their direct organizing committee
- For any Golf Canada professional championship, the following positions/committees are required to submit a criminal record check to Golf Canada:
  - Day care volunteers
  - Caddie Committee – chair, vice chairs and supervisors
  - Standard Bearers Committee – chair, vice chairs and supervisors
  - Volunteer Services Committee – chair and vice chairs
  - Spectator Services Committee – chair and vice chairs
  - Player Services Committee- chair and vice chairs



## **L2 – Positions requiring Supplemental proof of qualifications**

### **Staff/Volunteers**

- Any staff or volunteer driving a vehicle owned by Golf Canada or provided to Golf Canada under an agreement with a car sponsor must submit to a driver abstract

### **Volunteers/Others**

- Any provincial representative that is driving a provincial team van supplied by Golf Canada at a Golf Canada amateur championship must submit a driver abstract
- Any volunteer on the Transportation Committee of a Golf Canada Professional or Amateur Championship must submit to a driver abstract.

## **L1 – Positions requiring training and/or orientation**

Any staff, or volunteer not listed in L2 or L3 above should have filled out an application form or provided Golf Canada with a resume or curriculum vitae. Golf Canada 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 Golf Canada policies:

- Golf Canada Recognition & Prevention of Abuse policy
- Golf Canada Recognition and Prevention of Harassment & Violence Policy
- Golf Canada Code of Ethics policy
- Golf Canada Privacy 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 Golf Canada conducted events and may be replaced by a resume or curriculum vitae. However, whenever possible the use of an application form and/or a signed Code of Ethics is recommended.



## **2. Training**

A trained volunteer or staff member is better suited to perform their duties and adhere to this policy. During training Golf Canada can clearly outline any pertinent policies further reducing risk. An orientation or training session also allows qualified staff or volunteers to observe individuals in a 'work environment' adding another dimension to the screening process.

## **3. Supervision**

All volunteers and staff 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 a Golf Canada 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 qualification check most often takes the form of a certificate (driver abstract or medical certificate) which is provided by the individual, or obtained by Golf Canada, 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 record check to Golf Canada. 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 Golf Canada is diligent about volunteer and staff screening at Golf Canada conducted events.



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The criminal records check will be submitted to Golf Canada prior to the individual assuming their responsibilities.

If the individual is already in possession of a valid criminal records check (issued within one year prior to Golf Canada conducted event in question) they are to submit a copy to Golf Canada Human Resources.

If the individual is not in possession of a valid criminal records check, one must be obtained via Golf Canada's criminal records check service, BackCheck.

The Golf Canada Director Rules, Competitions and Amateur Status will provide Human Resources with the names and contact information of the individuals requiring a check at their events before March 1 of every year.

The Golf Canada Human Resources will send a standard email to the individual outlining that their position at a Golf Canada 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).

BackCheck's Criminal Record Checks are compliant with PIPEDA BackCheck's Criminal Record Checks are based on information maintained on file by the Canadian Police Information Centre (CPIC).

The results of the criminal records check will be submitted in confidence to Golf Canada Human Resources within 24 hours of on-line submission. Golf Canada 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 Golf Canada Human Resources. If the results confirm their eligibility, Golf Canada Human Resources will inform the Golf Canada Director Rules, Competitions and Amateur Status of the individual's clear status.

Once a volunteer and staff person has submitted a criminal record check and has been approved for a role within a Golf Canada conducted event their criminal records check will be valid for five years from the date of issue.



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## APPENDIX 4 STANDARD SCREENING E-MAIL

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

Hello <<Name>>,

Your (volunteer or employment) position has been identified as requiring a criminal record check in accordance with Golf Canada'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 record check prior to assuming your responsibilities with Golf Canada.

How to proceed:

1. If you have a criminal record check that has been issued within 12 months prior to the Golf Canada conducted event, you may submit a copy to Golf Canada (1333 Dorval Drive, Suite 1, Oakville, ON, L6M 4X7, Attn: Human Resources) in order to satisfy the Golf Canada Screening Policy.
2. If you do not have a criminal record check that has been issued to you before 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 Golf Canada.

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

If you have any questions, please contact <<Name>>, <<Title>>, Golf Canada Human Resources, at 1-800-263-0009 ext. xxx. Thank you for your cooperation in this matter.

Regards,

Human Resources  
Title  
Golf Canada