



Baseball Ontario Volunteer Screening Policy

Due to the provisions of trust that are inherent in the provision of active, high quality baseball activities, volunteers and employees shall be required to undergo a screening process based on the duties assigned. The screening process will be comprised of a variety of measures, including a Vulnerable Sectors Check (VSC) for those 18 years of age or older working with or for a Local and/or Affiliated Association and/or Select member association (each of the foregoing is a "Member Association") and/or Baseball Ontario. In order to be eligible to be insured under the Baseball Ontario liability policy the applicable documentation required by this Baseball Ontario Screening Policy must be on file with the Member Association and/or Baseball Ontario.

Screening Requirements Rationale:

Baseball Ontario and its Member Associations have a duty to provide the safest possible experience to all competitors, coaches and officials in our game. Screening is considered to be an essential component of sound human resource management. It is broadly defined as an ongoing process that helps better match people and organizations, improves the safety and quality of programs, and reduces risks and liability. This obligation is even greater when volunteers are working with vulnerable people, including children, youth, or people with disabilities. Completion of a Vulnerable Sectors Check ("VSC") as part of the Volunteer Screening process is crucial to identify potential risks including risks related to previous behaviour where Vulnerable Individuals are involved. A VSC goes beyond a name-based criminal record check against the RCMP's National Repository of Criminal Records plus a Local Police Information check ("CPIC") or an enhanced police information check provided by Sterling Backcheck ("EPIC") in that the VSC includes a check for record suspensions (i.e. pardons) for certain offences (including offences against a child) under the Criminal Records Act (Canada).

Volunteer Canada has produced a resource for volunteer screening available here that offers advice and tools to build an effective volunteer screening program https://volunteer.ca/vdemo/researchandresources_docs/2012%20Edition%20of%20the%20Screening%20Handbook.pdf

The duty of care is the fundamental principle and premise underlying the question of screening. Duty of care is a legal principle that identifies the obligations of individuals and organizations to take reasonable measure to care for and to protect their clients to an appropriate level or standard. If the clients are vulnerable, if they cannot protect, defend, or assert themselves, permanently or temporarily, because of age, disability, or circumstances (a "Vulnerable Individual"), then that duty becomes more intense and the standard higher. (The Screening Handbook, 2012).

Baseball Ontario will be responsible for compliance with this Baseball Ontario Screening Policy for all provincial teams operated by Baseball Ontario. The Member Association shall be responsible for compliance with this Baseball Ontario Screening Policy on behalf of itself and Baseball Ontario for all Approved by Baseball Ontario Board of Management: March xx, 2021

teams operated by the Member Association. Throughout the remainder of this Screening Policy, "Organization" shall refer to either Baseball Ontario or the Member Association as applicable.

Where a third party is providing the services typically associated with a volunteer or employee, the Organization should ensure that the third-party provider is following the screening requirements that would apply if the person were a volunteer or employee

Procedure:

1. In their first year as a volunteer or employee with an Organization, each individual 18 years of age or older will complete screening as outlined in section 6 below, and provide same to the applicable Organization prior to engaging in any volunteer activities*
 - a. The VSC/CPIC/EPIC provided to the Organization:
 - Must have been completed in the last 6 months;
 - May have been obtained and used for another purpose including for an employer or other organization with which the individual volunteers;
 - Must be an original (scans and photocopies not acceptable); and
 - May be produced by a local police service, provincial police force, national police force or other similarly credentialed provider.
 - b. A VSC only ever needs to be completed once, and thereafter a CPIC or EPIC will be required when the next screening is due in 3 years. Any returning volunteer with a clear VSC in the past also is only required to obtain a CPIC or EPIC.
 - Individuals born after February 28, 1986, (presently potential volunteers or employees under 35), do not need to complete a VSC, even if they are working with Vulnerable Individuals. (The date of birth belonging to the youngest person with a pardoned sexual offence is February 28, 1986.) Potential volunteers or employees under 35 still need to obtain an CPIC or EPIC if required by section 6 of this Baseball Ontario Screening Policy.
 - Individuals may only obtain a VSC by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
2. In the second and third year following the completion of a VSC, CPIC or EPIC, each individual must provide an OBA attestation to the Organization prior to engaging in any volunteer or employment activities that, to the best of their knowledge, they have not been arrested, convicted or investigated for any criminal activity in the previous 12 months (see Appendix 2 attached).
3. The Organization for which the individual is volunteering or working:
 - a. Must maintain a record from its Screening Committee (as defined in section 21 below) of having seen the original VSC/CPIC/EPIC.
 - b. Must securely retain each individual's attestation until it has been replaced by a

- subsequent CPIC OR EPIC at which time prior attestation(s) can be returned to the individual or destroyed.
- c. Must keep a record of every volunteer and employee under this Baseball Ontario Screening Policy for whom insurance is purchased including the person's address, phone contact information and email contact information.
 - d. Must have a process to review each VSC/CPIC/EPIC and determine eligibility to participate as a volunteer or employee.
 - e. Must provide Baseball Ontario with the written record of the Organization having reviewed the most recent VSC/CPIC/EPIC and any attestations on file whenever needed and requested by Baseball Ontario.

* Recruitment of volunteers is often completed close to the start of the baseball season and at times into the start of the season. Should a completed VSC/CPIC/EPIC not be available prior to commencing volunteer duties the following process will be accepted:

- i. The VSC/CPIC/EPIC acquisition process, if applicable pursuant to section 6 below, must have been initiated.
- ii. If paragraph i. applies, the Organization will hold on file "evidence" that the VSC/CPIC/EPIC acquisition process has started (payment receipt, signed form from police service, acknowledgement from online service etc.).
- iii. The Organization will replace the "evidence" document with the confirmation of having seen the VSC/CPIC/EPIC once provided.
- iv. No volunteer will be permitted to continue in a volunteer position without a completed VSC/CPIC/EPIC for more than 6 weeks.

Application:

4. This Policy applies to all individuals whose position with the Organization is one of trust or authority, which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals.
5. Not all individuals associated with the Organization will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to the Organization or to its participants. The Organization will determine which individuals will be subject to screening using the following guidelines (Baseball Ontario may vary the guidelines at its discretion):

Level 1 – Low Risk - Individuals involved in low risk assignments are those who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Individuals. Examples:

- a) Parents, youth, or volunteers who are helping out on a non-regular or informal basis
- b) Programs where volunteers are never left unsupervised with Vulnerable Individuals, and activities do not include travel without the VI's parent/guardian.
- c) Volunteers and employees involved with Adult Leagues (i.e. Leagues where no participants are under the age of 18)
- d) Umpires who are never alone with children or Vulnerable Individuals, and only

- interact on the field of play in the duty to the game
- e) Tournament personnel who are never alone with children or Vulnerable Individuals and only interact on the field of play in the duty of the tournaments

Level 2 – Medium Risk – 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. Examples:

- a) Non-coach employees, managers or supervisors
- b) Directors
- c) Coaches or support personnel of non-travelling teams

Level 3 – High Risk – Individuals involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, and who have frequent or unsupervised access to Vulnerable Individuals. Examples:

- a) Coaches or support personnel (i.e. trainers or first aiders) who travel with athletes (travelling teams)
- b) Coaches or support personnel who could be alone with athletes
- c) Chefs de mission accompanying teams to national championships
- d) Umpire Leaders (Umpire In Chief, Umpire Supervisor) who work with children under the age of 18

Where this section 5 refers to "travel teams" it means teams which play some or all of their games more than 30 kms outside of the geographic boundaries of the Organization.

All persons in Level 1 – Low Risk, Level 2 – Medium Risk and Level 3 – High Risk roles are expected to comply with Baseball Ontario's Supervision (Rule of 2) Policy and Organizations shall use their best efforts to ensure compliance with that Policy.

Screening Requirements

6. It is important that the Organization knows the people it appoints as volunteers and hires as employees. To that end, Baseball Ontario encourages Organizations to conduct such due diligence, including interviews and reference checks, as it deems appropriate, prior to appointing and hiring such people. In furtherance thereof, it is Baseball Ontario's policy that when an individual is first engaged by the Organization:

- a) Individuals in a Level 1 role will:
 - i. Complete a Screening Disclosure Form (Appendix 1)
 - ii. Participate in training, orientation, and monitoring as determined by Baseball Ontario (Appendix 5)

- b) Individuals in a Level 2 role will:
 - i. Complete a Screening Disclosure Form (Appendix 1)
 - ii. Complete and provide a CPIC or EPIC
 - iii. Participate in training, orientation, and monitoring as determined by Baseball Ontario (Appendix 5)

- c) Individuals in a Level 3 role will:
 - i. Complete a Screening Disclosure Form (Appendix 1)
 - ii. Request and provide a VSC
 - iii. Participate in training, orientation, and monitoring as determined by Baseball Ontario (Appendix 5)
- d) In subsequent years, the volunteer or employee will provide the attestation and/or CPIC or EPIC as outlined in sections 1 and 2.
- e) If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Organization. Additionally, the individual will inform Organization of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
- f) If Baseball Ontario or the Member Association, if applicable, learns that an individual has provided false, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with Baseball Ontario's *Discipline Policy*.

This Policy sets out the minimum requirements which an Organization is expected to require. An Organization may add to the requirements in its discretion, but an Organization cannot remove requirements.

Young People

- 7. Baseball Ontario defines a young person as someone who is younger than 18 years old. When screening young people, the Organization will:
 - Not require the young person to obtain a VSC or CPIC/EPIC; and
 - In lieu of obtaining a VSC or CPIC/EPIC, will conduct an interview with the person.
- 8. Notwithstanding the above, the Organization may ask a young person to obtain a VSC or CPIC/EPIC if the Organization reasonably suspects the young person has an adult conviction and therefore has a *criminal record*. In these circumstances, the Organization will be clear in its request that it is not asking for the young person's *youth record*. Baseball Ontario and the Member Associations understand that they may not request to see a young person's youth record.

Renewal

- 9. Unless the Organization determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit an CPIC/EPIC, Screening Disclosure Form, VSC, or Screening Renewal Form, are required to submit the documents as follows:
 - i. A Vulnerable Sector Check once
 - ii. An CPIC/EPIC every three years

- iii. A Screening Disclosure Form every three years
- iv. A Screening Renewal Form (Appendix 2) every year in which neither a VSC nor CPIC/EPIC is to be provided

10. The Screening Committee may request that an individual provide any of the above documents at any time. Such request will be in writing and reasons will be provided for the request.

Orientation, Training, and Monitoring (Appendix 5)

- 11. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at Baseball Ontario's discretion.
- 12. Orientation may include, but is not limited to: introductory presentations, facility tours, equipment demonstrations, parent/athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.
- 13. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
- 14. At the conclusion of orientation and training, the individual may be required to acknowledge, in written form, that they have received and completed the orientation and training.

How to Obtain an CPIC/EPIC or VSC

- 15. In many areas of Ontario, a CPIC can be obtained through the relevant local police services board. Fees and requirements differ among police services boards.
- 16. Baseball Ontario has joined the Coaching Association of Canada's Responsible Coaching Movement and therefore has access to the EPIC at a discounted rate. Individuals can obtain an EPIC via https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_ace/
- 17. Baseball Ontario understands that in Ontario the *Police Record Checks Reform Act, 2015* requires the individual to consent in writing before requesting a criminal record check (such as a VSC/CPIC/EPIC). The Act also requires the individual to consent in writing for any disclosure of the results to the requesting organization.
- 18. Individuals may only obtain a VSC by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required.
- 19. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
- 20. Baseball Ontario understands that the Organization may be required to assist an individual with obtaining a VSC. The Organization may need to submit a Request for VSC (Appendix 3) or

complete other documentation describing the nature of the organization and the individual's role with Vulnerable Individuals.

Screening Committee

21. The implementation of this policy is the responsibility of the Organization's Screening Committee which is a committee of either one (1) or three (3) members appointed by the Organization's Board of Directors (the "Screening Committee"). That Board of Directors will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately review screening documents and render decisions under this Policy.
22. The Screening Committee will carry out its duties, in accordance with the terms of this Baseball Ontario Screening Policy, independent of the Board.
23. The Screening Committee is responsible for reviewing all documents submitted and, based on the review, making decisions regarding the appropriateness of individuals filling positions within the Organization. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.

Procedure

24. Screening documents must be submitted to the Organization's Screening Committee.
25. An individual who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.
26. Baseball Ontario recognizes that different information will be available depending on the type of screening document that the individual has submitted. For example, an EPIC/CPIC may show details of a specific offense, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The Screening Committee will use its expertise and discretion when making decisions based on the screening documents that have been submitted.

Review and Decision

27. Following the review of the screening documents, the Screening Committee will decide:
 - a) The individual has passed screening and may participate in the desired position;
 - b) The individual has passed screening and may participate in the desired position with conditions;
 - c) The individual has not passed screening and may not participate in the desired position; or
 - d) More information is required from the individual.
28. In making its decision, the Screening Committee will consider the type of offense, date of offense,

and relevance of the offense to the position sought.

29. The Screening Committee must decide that an individual has not passed screening if the screening documentation reveals any of the following:

- e) If imposed in the last three years:
 - i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving
 - ii. Any offense for trafficking and/or possession of drugs and/or narcotics
 - iii. Any offense involving conduct against public morals
- f) If imposed in the last ten years:
 - i. Any crime of violence including but not limited to, all forms of assault
 - ii. Any offense involving a minor or minors
- g) If imposed at any time:
 - i. An individual's conviction for any of the following *Criminal Code* offenses:
 - a. Any offense of physical or psychological violence
 - b. Any crime of violence including but not limited to, all forms of assault
 - c. Any offense involving trafficking of illegal drugs
 - d. Any offense involving the possession, distribution, or sale of any child-related pornography
 - e. Any sexual offense
 - f. Any offense involving theft or fraud

30. Excluding the incidents listed above in section 29, which, if revealed, would cause the individual to not pass screening, the Screening Committee may determine that other incidents revealed on an individual's screening documents may allow the individual to pass the screening process and participate in a desired position with *conditions* imposed. The Screening Committee may apply and remove conditions at its discretion and will determine the means by which adherence to conditions may be monitored.

31. A VSC/CPIC/EPIC does not provide a decision about engaging an applicant. They provide an Organization with additional information on which to base their decision. Offences on the record may or may not have direct bearing on the position in question or may be unrelated; they may be viewed as major or minor; they may be recent or in the distant past. The number and frequency of the offences may indicate a possible pattern of behaviour or they may be viewed as isolated incidents.

32. These are all judgment calls that the organization must make. It is not the responsibility of police to determine the bona fide requirements of a position or positions within an organization. Those are best determined by someone familiar with all elements and potential risks of a position. The Organization needs to establish policies and procedures to make these decisions in a consistent and transparent way. The following are suggestions on a way to approach this task:

Records

33. All records will be maintained in a confidential manner and will not be disclosed to others except

as required by law, or for use in legal, quasi-legal, or disciplinary proceedings.

34. The records kept by the Organization as part of the screening process include but are not limited to:

- i. Confirmation from the Screening Committee of having viewed the individual's VSC/CPIC/EPIC
- ii. An individual's Screening Disclosure Form (for a period of three years)
- iii. An individual's Screening Renewal Form (for a period of one year)
- iv. Records of any conditions attached to an individual's registration by the Screening Committee
- v. Records of any discipline applied to any individual by the Organization

35. The Organization is required to safeguard the confidentiality of personal information gathered during the screening process.

- i. If an Organization receives information about an applicant, whether from the applicant directly or from the police, the Organization becomes responsible for that information and is then subject to many of the same legal requirements and regulations as other holders of personal information, in terms of confidentiality and access.
- ii. Baseball Ontario recommends that those involved in the screening process should sign an Declaration of Confidentiality and Non-Disclosure in the form of Appendix 4

36. The Organization should have procedures that:

- i. Identify who will review personal information including a Disclosure Form, police records check and vulnerable sector check
- ii. If they will keep the applicant's police records check and vulnerable sector check or return it to the applicant once it has been reviewed. Baseball Ontario highly recommends returning all personal documents to the applicant.
- iii. State that the information received through the screening process will only be used to determine if an applicant is suitable.
- iv. Identify where confidential information will be stored (for example in a locked cabinet), and who will have access to the information.
- v. State that the Organization will take all reasonable steps to protect the confidentiality of personal information
- vi. Identify how long the Organization will keep confidential information, if different than the timelines outlined in the Baseball Ontario Screening Policy
- vii. Explain in what circumstances, and with whom, the information be discussed and why.

Phased Implementation

2021 Playing Season - All volunteers and employees of a Member Association aligned with rep baseball (rep rostered teams including EBLO teams) will be required to comply with this Baseball Ontario Screening Policy.

2022 Playing Season - All volunteers and employees of the Organization aligned with any component of a Member Organization will be required to comply this Baseball Ontario Screening Policy.



APPENDIX 1 - SCREENING DISCLOSURE FORM AND PRIVACY STATEMENT

NAME: _____
First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ GENDER _____
Month/Day/Year

ORGANIZATION: _____ EMAIL: _____

Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements as required by the Organization's Screening Policy.

1. Have you ever been convicted of a crime for which a pardon has not been granted?

Yes _____ No _____ If yes, please describe below for each conviction:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

2. Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you?

Yes _____ No _____

If yes, please explain for each pending charge:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Further Explanation: _____

3. **Has any civil court made a finding, judgment or ruling against you, or have you entered into an out of court settlement relevant to the profession of coaching, the sport of baseball or any other sport?**

Yes _____ No _____ If yes, please describe each finding, judgment or ruling below:

Civil Court Finding: _____ Out of Court Settlement: _____ Type Finding: _____

Year of Offense or Settlement: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

4. **Have you ever been the subject of a decision of a court or tribunal that might reflect adversely on the profession of coaching, the sport of baseball, or any other sport?**

Yes _____ No _____ If yes, please describe below:

Type of Offense: _____

Year of Decision: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

5. **Have you ever been dismissed from a position due to allegations of ethical or moral misconduct?**

Yes _____ No _____ If yes, please describe below:

Name of applicable Organization: _____

Date of Dismissal: _____

Reason for Dismissal: _____

6. **Have you ever been disciplined or sanctioned by an international sport tribunal, by a National sport governing body outside Canada, by a National Sport Organization within Canada, or by any other any other sport organization/Organization/Organization?**

Yes _____ No _____ If yes, please describe below:

Name of applicable Organization: _____

Date of Discipline or Sanction: _____

Reason for Discipline or Sanction: _____

For more than one conviction please attach additional page(s) as necessary.

Certification

I hereby certify that the information contained in this application is accurate, correct, truthful and complete. I further certify that I will immediately inform the Organization of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in termination of membership and/or further discipline.

Signature: _____ Date: _____ Date:

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, you consent and authorize the Organization to collect, use and disclose your personal information, including all information provided on the Screening Disclosure Form, Police Record Check and/or Vulnerable Sector Check for the purposes of screening, implementation of the Organization’s Screening Policy, administering membership services and communicating with other National Sport Organizations, Provincial Sport Organizations, Sport Organizations, and other organizations involved in the governance of the sport of baseball. The Organization does not distribute personal information for commercial purposes.



Appendix 2 – Screening Renewal Form

NAME:

First Middle Last

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER:** _____

Month/Day/Year

EMAIL: _____ **PHONE:** _____

By signing this document below, I certify that there have been no changes to my criminal record since I last submitted an Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to Softball Canada. I further certify that there are no outstanding charges and warrants, judicial orders, peace bonds, probation or prohibition orders, or applicable non-conviction information, and there have been no absolute and conditional discharges.

I agree that any Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I would obtain or submit on the date indicated below would be no different than the last Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I submitted to Softball Canada. I understand that if there have been any changes, or if I suspect that there have been any changes, it is my responsibility to obtain and submit a new Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to Softball Canada's Screening Committee instead of this form.

I recognize that if there have been changes to the results available from the Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form, and that if I submit this form improperly, then I am subject to disciplinary action and/or the removal of volunteer responsibilities or other privileges at the discretion of the Screening Committee.

NAME (print): _____ **DATE:** _____

SIGNATURE: _____



Appendix 3 – Request for Vulnerable Sector Check

INTRODUCTION

{INSERT LOCAL ASSOCIATION NAME} is requesting a Vulnerable Sector Check for _____ [insert individual's full name] who identifies as a _____ [insert gender identity] and who was born on _____ [insert birthdate].

DESCRIPTION OF THE SOFTBALL CANADA

{INSERT LOCAL ASSOCIATION NAME} is a not-for-profit organization for the sport of baseball located {INSERT CITY}, Ontario

DESCRIPTION OF ROLE

_____ [insert individual's name] will be acting as a _____ [insert individual's role]. In this role, the individual will have access to vulnerable individuals.

CONTACT INFORMATION

If more information is required from {INSERT LOCAL ASSOCIATION NAME}, please contact the

Screening Committee Chair: {INSERT SCREENING COMMITTEE CHAIR FIRST AND LAST NAME},

{INSERT EMAIL ADDRESS}

Signed: _____ Date: _____



APPENDIX 4 – SAMPLE OATH OF CONFIDENTIALITY DECLARATION OF CONFIDENTIALITY AND NON-DISCLOSURE

Name of Recipient: _____ (Hereinafter “Recipient”)

Introduction

The Recipient may become exposed to Confidential Information through the course of their involvement with (INSERT NAME OF ORGANIZATION) (the “Organization”). In order to clearly define the parameters to such disclosure and involvement, the Recipient agrees as follows:

Confidential Information

The Confidential Information to be disclosed by the Organization to the Recipient (“Confidential Information”) can be described as and includes:

- a) Information relating to any athlete or group of athletes;
- b) All personnel-related information;
- c) Financial or charitable activities;
- d) Strategic and operational plans; and
- e) The content of all contracts and agreements, such as personal service contracts, and other licensing agreements

Responsibilities

The Recipient will:

- a) Keep in strictest confidence, at all times, all Confidential Information.
- b) Not publish, communicate, divulge or disclose to any unauthorized third party or parties, any Confidential Information, without the prior written consent of the Organization.
- c) Not allow other third parties access to the Confidential Information.
- d) Comply with the requirements of the Personal Information Protection and Electronic Documents Act.
- e) Not use the Confidential Information for personal advantage or private speculation.
- f) Limit disclosure of Confidential Information within its own organization to individuals having a need to know.

Ownership and Return of Confidential Information

All Confidential Information shall remain the sole property of the Organization. The Recipient shall have no right to (and agrees not to) copy, duplicate or reproduce in any fashion any of the Confidential Information without the Organization’s prior written consent.

Upon written request by the Organization, the Recipient shall promptly return all materials and documents containing Confidential Information and shall ensure that any and all materials and documents prepared in conjunction with or as a result of any Confidential Information shall be destroyed and that the Recipient shall provide the Organization with written confirmation of same.

Legal Recourse

The Recipient agrees that in the event of any breach or threatened breach by the Recipient, the Organization may terminate the Recipient’s involvement with the Organization or any other legal remedies which may be available.

Acknowledgement

The Recipient acknowledges that they have read and understand this Agreement and voluntarily accept the duties and obligations set forth herein.

Dated at _____ this _____ day of _____, 20

Recipient’s Name (Please Print)

Recipient’s Signature



Appendix 5 to Volunteer Screening Policy: Training, Orientation and Monitoring for 2021

Steps to ensuring safety in sport:

Supervision (Rule of 2) (All Risk Levels)
Ethics Training for Coaches and Volunteers (All Risk Levels)
Background Screening of Coaches and Volunteers (Level 2 and Level 3 Risk Levels)

Supervision (Rule of 2) (All Risk Levels):

Review Baseball Ontario's Supervision (Rule of 2) Policy
https://www.baseballontario.com/filestore/htmleditattachedfiles/baseball_ontario_policy_on_rule_of_two_supervision_6-23-192019-07-24t14-50-39v001_by_292.pdf

Ethics Training for coaches and volunteers (All Risk Levels):

Complete the Safe Sport Online Module at coach.ca (Mandatory)
<https://thelocker.coach.ca/onlinelearning#SS>

Background Screening of Coaches and Volunteers (Level 2 and Level 3 Risk Levels)

As per the Baseball Ontario Volunteer Screening Policy

Additional Resources:

Safe Sport Toolbox
<https://safesport.coach.ca/toolbox>

Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS)
<https://sirc.ca/wp-content/uploads/2020/01/UCCMS-v5.1-Distribution-to-NSOs-MSOs-FINAL.pdf>

NCCP Code of Ethics
https://coach.ca/sites/default/files/2020-02/NCCP%20Code%20of%20Ethics_V6.1_2020_%20ENG.pdf

Additional (Optional) Ethics Training Programs:

- Commit to kids: <https://www.protectchildren.ca/app/en/training-vta-coaches>
- Respect in sport: <http://respectinsport.com/>
- NCCP make ethical decisions: <https://www.coachesontario.ca/calendar/nccp-make-ethical-decisions/>