



Volunteer and Staff Screening Procedures

Preamble

The Ontario Fencing Association wishes to engage in fair hiring practice ensuring access to all, regardless of gender, race, national origin and social circumstances and to ensure that all potential staff and volunteers are appropriately screened before engagement in fencing activities.

Categories of Volunteers

Tier 1:

- no honorariums or expenses paid,
- generally no positions of authority
- no direct contact with vulnerable participants (eg. scorekeepers, timekeepers, set-up crews, camp helpers)
- generally come from the club level/ screened at club

Tier 2:

- can claim for expenses and honorariums
- positions of authority
- no direct contact with vulnerable participants (eg. officials- Learning Facilitators)
- Screened through training and accreditation process

Tier 3:

- can claim for expenses and honorariums
- positions of authority
- direct contact with vulnerable participants
- leadership positions
- coaches and instructors for provincial projects (Ontario Games, Canada Games), project leaders
- Screened through OFA Volunteer Screening process
 - application
 - interview
 - Criminal Background and Vulnerable sector checks on acceptance (starting Aug. 2014)

Selection and Hiring of Staff and Volunteers in Leadership Positions

The OFA will advertise internally for:

- Volunteer positions with Honorariums of more than \$500
- Part-time staff
- Short-term contract staff

The OFA will advertise internally and externally for:

- Part-time staff
- Short-term contract staff
- Permanent employees
- Any position which is not filled by internal advertising

An announcement will be posted on the OFA website describing the position, the qualities and experience required, and the process by which to apply, including:

- the deadline date for application
- request for at least two recent references
- notification that a Police background check and vulnerable sector check may be required if the applicant is selected for any project that involves direct contact with youth under 17.
- only those candidates who meet the minimum job requirements will be considered

Step 1

A Selection Committee Chair (usually the Executive Director) will receive and review the applications for completeness before sending them on to the Committee. The Personnel Committee consists of:

- a. Executive Director
- b. President (ex officio)
- c. Member of Board of Directors
- d. Senior member of fencing community
- e. (others as assigned from time to time)

The first step in the selection process is to review the information (resume, application form) provided by all job applicants to determine which applicants meet the minimum qualifications as stated in the job posting. No further consideration will be given to those who do not meet the minimum qualifications. Those job applicants who meet or exceed the minimum job qualifications are then assessed to decide which ones will be short-listed for a job interview.

Step 2

An interview either in person or by teleconference (preferably with visual) is conducted with candidates who meet the minimum job qualifications. Interviews are conducted by a panel of three from the Selection Committee which must include the Executive Director and/or President. The interview may be waived on approval of both parties if the candidate and his/her work is well known to the Selection Committee.

Step 3

After candidate is selected the following will occur:

- the successful candidate will be informed as soon as possible
- all unsuccessful candidates will be informed immediately
- a conditional offer is extended to hire
- all references are checked
- criminal background check and vulnerable sector checks are completed (starting Aug. 2014)