



---

## Screening Policy

The OJA is committed to following best screening practices as set forth by the Government of Canada in their best practices documentation located here: <https://volunteer.ca/content/best-practice-guidelines-screening-volunteers-finding-right-match>

**Policy:** All coaches/officials/Volunteers in a position of control MUST work with the organization to actively promote the management of risk to vulnerable persons;

All coaches, officials, directors and staff of Ontario Jiu Jitsu must be screened in an effort to minimize the potential for abuse or injury. In order to register as a member in good standing with OJA, the Association office must be in possession of a valid Police Record Check (or for subsequent years an Offence Declaration Form) for each non-athlete membership candidate.

Once a Police Record Check has been filed with OJA, an Offence Declaration form must be filed with the OJA office every subsequent year. Said Offence Declaration form will be part of the yearly membership form. If a volunteer leaves the Association for a period of more than a year, then returns, a new Police Record Check needs to be completed and filed.

The intent of utilizing the Screening Process is to increase communication and reduce uncertainty through the clarification of duties, expectations and responsibilities of all constituent groups. While screening is often thought of strictly as a background investigation such as reference checks or police checks, this is only a small part of the process. For OJA purposes, screening shall include the 10 Safe Steps as outlined by Volunteer Canada. In order to register as a member club with OJA, all OJA clubs must observe the Screening Program outlined below.

Ontario Jiu Jitsu supports screening at all levels, especially for those who are involved with participants who are vulnerable because of age, disability etc. Ontario Jiu Jitsu offers assistance to member clubs by providing sample forms and processes, which are designed to make it easier for Clubs to introduce and implement screening.



---

## The Ontario Jiu Jitsu Screening Program

**Step 1 - Determining the Risk.** Risk Management involves looking at the possibilities of loss or injury that might arise in programs, activities and services and taking steps to stop, minimize, prevent or eliminate them. It involves asking the question: “what could go wrong here and how do we avoid it?” Seeking to protect participants, volunteers, staff and the community through screening measures is an exercise in risk management. To manage any risk, the following options are available:

- Eliminate the risk
- Transfer liability
- Assume and minimize the risk
- Modify the activity
- Assume the risk

Ontario Jiu Jitsu recognizes that there is risk inherent in our sport. Clubs and other AO affiliated organizations should also recognize those risks and do whatever is possible to protect themselves and their members. Most of us have done a reasonable job in eliminating or minimizing the physical risks associated with the sport, and there are many risk management measures in place. But we need to take this process one step further to eliminated or reduce risks not previously addressed.

**Step 2 - Job/Position Descriptions.** Every OJA registered Club or Associated Body should write clear and concise job descriptions for it’s Board of Directors, volunteers, coaches, administrators and paid personnel. Clubs should set out a specific set of conditions and responsibilities for each position available within the club or group. Establish behavioural standards for your organization. Categorize the positions according to their level of risk (low, medium, high) and set screening standards based on the risk factor.

**Step 3 - Recruitment Process:** For a formal recruitment process, post notices or send home requests for volunteers accompanied by position descriptions and applications forms. Be careful not to appear desperate for volunteers; outline that your organization takes its responsibilities for participants seriously, and screens all applicants thoroughly. When someone indicates interest in a position, send information to him or her before you commit to an interview. Step 4 – Application Forms. When planning an interview it is important to do the following:

- Have at least two people conduct the interview
- Explain the interview process to the applicant
- Establish a safe environment for the applicant
- Describe the job specifically, using the job description
- Document the applicant’s responses to the questions and keep them on file
- Look for attitudes towards children and recreation/sport that do not fit with those of the organization

Screening Policy and Resource Handbook Page 7 of 20 Questions should allow you to judge a candidate:

- Relevant work related experience
- Ability to work with others
- Relevant formal and informal education
- Integrity, initiative, and judgment
- Eagerness to work

Preparing the ‘perfect answer’ ahead of time can help guard against the ‘I’ll know it when I hear it’ method of judging answers. Questions should be asked in the same order to all applicants. Small talk should be avoided. A rating system should be decided ahead of time. The process should be completely objective.

---



---

### **Step 5 – Conduct the Interview.**

**Step 6 - Reference Checks:** References will confirm the background and skills of the applicant and will provide an outside opinion on the suitability of the person for the position. Prepare a list of questions or a sample script beforehand. With the reference check, describe the position clearly to the person giving the reference. Ask about the applicant's skill and suitability to the tasks as defined. Do not ask leading questions. Leave space open for comment. Do more than one reference check.

**Step 7 – Police Record Check (PRC):** Prior to requesting a PRC, organizations and clubs should decide what type of information it requires from the police. PRC's do have limitations on what they are able to find. Clubs and organizations must develop how they will handle a volunteer whose PRC shows a previous conviction. The PRC should never be used as the only screening tool. Ontario Jiu Jitsu Policy requires that, all coaches, directors and staff registered with OJA have a Police Record Check, and provide an original copy of the Police Record Check to OJA as an attachment to the OJA membership application form. If a volunteer leaves the Association for a period of more than a year, then returns, a new Police Record Check needs to be completed and filed.

**Step 8 – Orientation and Training:** Screening does not stop when an applicant is accepted into the club or organization. Appropriate measures must be developed to ensue ongoing screening. The volunteer should be considered 'on probation' for a training period of three to six months. This allows the organization and the volunteer to ensure they have made the right choices, and gives each the chance to change their mind. Orientation and training sessions provide opportunities to see volunteers under different circumstances. Orientation and training events should be made mandatory, not optional. This provides new and existing volunteers with information on the organization's or club's policies and procedures, and also gives the organization or club the opportunity to observe the volunteer in a social setting.

**Step 9 – Supervision and Evaluation:** Feedback on the job performance should occur at least once a year and probably two or three times in the first year. Someone in the organization should be given the responsibility to supervise the volunteer, teaching him or her, and periodically reviewing their performance. All supervision and evaluation processes should use the position description as a reference point. The evaluation should be documented, signed and filed.

**Step 10 – Participant Follow-Up:** It is vital that the organization or club let all individuals know that regular supervision and evaluation, including contact with participants and their families, is part of the organization's risk management procedures. The Organization or club should have regular follow-up contact with participants and families, as well as random checks, which consist of visiting the volunteers location where he or she is in contact with participants. The volunteer should be made aware of the follow-up and random check procedures.

**Conclusion:** Any organization working with vulnerable people must assume the responsibility of screening volunteers. It is essential to develop a screening policy that meets the needs of your organization Always remember – your goal is to provide safe programs for your participant.



---

### Police Record Checks

For positions within Ontario Jiu Jitsu, including coaches, Board of Directors, club administrators and staff, for both volunteer and paid personnel, a Police Record Check will be required as an important but not exclusive element of the screening process.

In general, individuals with past Criminal Code convictions for certain offences will not be accepted for a direct service position with participants. These offences include, but are not limited to, the following with exclusion timeframes listed:

#### **During a Lifetime:**

- Any type of sexual assault
- Invitation to sexual touching
- Sexual interference, bestiality, or sexual exploitation
- Procuring sexual activity
- Indictable criminal offences for youth abuse
- Any Court Order forbidding the individual to have contact with children under the age of fourteen
- Any convictions related to child pornography

#### **Within the Past Five (5) Years:**

- Assault Any Weapons offence
- Conviction under any controlled drugs and substance act
- Criminal Driving offences Until Resolved Through the Judicial System
- Outstanding convictions or charges pending for any violent offence
- Outstanding convictions or charges pending for criminal driving offences, including but not limited to impaired driving
- Outstanding convictions or charges pending for sexual offences

Applicants may also be rejected as a result of other information gained during the police record check process or through the screening process as a whole, or as a consequence of other factors which are directly relevant to the requirements of the position, and to the ability of the applicant to carry out his/her duties in an effective, safe manner.

The applicant has the right to know why he or she is being refused, and may appeal in writing to their club and/or Ontario Jiu Jitsu for a review of their application. Every staff member or volunteer, once accepted, is obliged to immediately inform their club or Ontario Jiu Jitsu if he or she is charged, tried, convicted or involved in any way in a police investigated matter related to any of the above-noted offences under the Criminal Code or under other provincial or federal statutes.



OFFENCE DECLARATION

Name	Date of Birth		
	Date	Month	Year
Position: (Coach, Official, Associate)	Club:		

I DECLARE, since the last Criminal Background Check was submitted by me to Ontario Jiu Jitsu Association, or since the last Offence Declaration submitted by me to Ontario Jiu Jitsu Association, that:

I have no convictions under the Criminal Code of Canada up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

OR

I have the following convictions for offences under the Criminal Code of Canada for which a pardon under the Criminal Records Act (Canada) has not been issued or granted.

Note: If you provided a criminal background check to OJA in the past year, you are only required to disclose new convictions for which a pardon has not been issued.

List of Offences

1. a) Date: \_\_\_\_\_  
b) Court Location: \_\_\_\_\_  
c) Conviction: \_\_\_\_\_
2. a) Date: \_\_\_\_\_  
b) Court Location: \_\_\_\_\_  
c) Conviction: \_\_\_\_\_
3. a) Date: \_\_\_\_\_  
b) Court Location: \_\_\_\_\_  
c) Conviction: \_\_\_\_\_

(Use additional page if necessary)

DATED at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_ Signature



Ontario Jiu Jitsu Association  
40 Bell Farm Road, Unit 7, Barrie, Ontario, L4M 5L3  
1-800-352-1338  
[www.ontariojiujitsu.ca](http://www.ontariojiujitsu.ca)

---

**What is considered a Criminal Code conviction for the purposes of the Police Record Check?**

Offences that you have not received a pardon for, such as failure to stop at the scene of an accident, impaired driving, assault, theft or using a credit card knowing that it has been cancelled.

**What is not considered a Criminal Code conviction for the purposes of the Police Record Check?**

If you have plead guilty to, or were convicted of, an offence under the Controlled Drug and Substances Act, Highway Traffic Act, Provincial Offences Act, Firearm Act, or Customs Act or of a Criminal Code offence as a Young Offender, you are not required to declare such convictions.