

Ontario Provincial Trapshooting Association



Screening	
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Date of Approval:	Date of Latest Review: December 4, 2023

PREAMBLE

Screening is a process that helps match people with volunteer positions while improving the quality and safety of the programs and services offered by the Ontario Provincial Trapshooting Association (OPTA).

It's an ongoing 10-step process performed by the OPTA to ensure that volunteers' involvement is meeting the needs of the Association they serve and the volunteers themselves.

Screening involves much more than police record checks. While police record checks are one of the 10 Steps of Screening, screening is a comprehensive process that begins long before a volunteer is selected and continues beyond his or her involvement with the Association.

PURPOSE

The Ontario Provincial Trapshooting Association has a moral, legal and ethical responsibility to the people they reach.

This includes members, clients, employees and volunteers. Screening is especially important for organizations that work with vulnerable people. Vulnerable people may include children, people with disabilities and senior adults.

The following factors affect the Ontario Provincial Trapshooting Association's obligations for screening volunteers:

- Mandate
- Population served
- Volunteer opportunities offered
- Jurisdiction

Each volunteer position has its own set of requirements, risks and benefits. OPTA Board of directors set screening policies that suit the range of roles within the Association.

Screening is:

- a) ongoing during a volunteers' involvement, and
- b) involves ongoing monitoring and quality assurance.

This approach benefits the OPTA and the volunteer, by ensuring that the volunteer role is meeting the needs and expectations of both.

BENEFITS

The benefits of screening are:

- People's skills and experience are better matched to the needs and opportunities of the OPTA,
- The quality and safety of volunteer programs are improved,
- The risks and liability for OPTA are reduced.

Screening helps find the right roles for their volunteers. The screening process takes into account the skills, experience and qualifications needed for a volunteer role. Through the process, OPTA learns about the applicant's interests and goals.

At the same time, screening improves the quality and safety of the Ontario Provincial Trapshooting Association. Screening policies help to lay out the responsibilities of both OPTA and the volunteers.

Screening practices play a role in fulfilling the Ontario Provincial Trapshooting Association's moral, legal and ethical responsibilities to the people it reaches. This includes members, clients, participants, employees and volunteers. This obligation is even greater when the OPTA is working with vulnerable people, including children, youth, people with disabilities and senior adults.

10 STEPS OF SCREENING: AN ONGOING PROCESS

Screening practices begin when the Association creates a new position.

Screening is used to select volunteers for specific roles, and it should continue as long as a volunteer is involved with the Association.

The 10 Steps of Screening give clear guidelines for developing screening policies. These policies show the Association's commitment to safe and meaningful volunteer engagement.

1. Assessment
2. Position – Assignment
3. Recruitment
4. Application
5. Interview
6. References
7. Police Checks
8. Orientation and Training

9. Support and Supervision
10. Follow-up and Feedback

APPROVAL

Screening policy approved by Ontario Provincial Trapshooting Association Board of Directors on February 12, 2018.

Reviewed by B. Douglas December 4, 2023.