



# ONTARIO SKEET SHOOTING ASSOCIATION

## SCREENING POLICY

As [AFFIRMED](#) by the OSSA'S Board of Directors  
at the Meeting of Directors

Held VIRTUALLY on [23 April 2024](#)



## Ontario Skeet Shooting Association

P.O. Box 233, PO MAIN

PETAWAWA, ON K8H 2X2

Correspondence: [ossasecretary@gmail.com](mailto:ossasecretary@gmail.com)

Treasurer: [ontarioskeettreasurer@gmail.com](mailto:ontarioskeettreasurer@gmail.com)

Website: <https://www.ontarioskeet.ca/>

### 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 Skeet Shooting Association (OSSA).

It's an ongoing 10-Step process performed by the OSSA to ensure that the 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 Skeet Shooting 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 Skeet Shooting Associations' obligations for screening volunteers:

- Mandate
- Population served
- Volunteer opportunities offered
- Jurisdiction

Each volunteer position has its own set of requirements, risks and benefits. The OSSA 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 OSSA 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 OSSA,



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- The quality and safety of volunteer programs are improved,
- The risks and liability for the OSSA 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, the OSSA learns about the applicants' interests and goals.

At the same time, screening improves the quality and safety of the Ontario Skeet Shooting Association. Screening policies help to lay out the responsibilities of both the OSSA and the volunteers.

Screening practices play a role in fulfilling the Ontario Skeet Shooting Associations' 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 OSSA is working with vulnerable people, including children, youth, people with disabilities, and senior adults.

### **Ten (10) Steps of Screening: An On-Going 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 OSSA'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

### **Review and Approval**

The Ontario Skeet Shooting Association's President and the Vice-President shall review this policy on an annual basis.

This policy was affirmed by the Ontario Skeet Shooting Association's Board of Directors on 23 April 2024.



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**Revision History**

Date	Description	Reviewed By	Approved By	Affirmed By
Nov. 2020	Policy First Written	N/A	N/A	N/A
01 Dec. 2020	Policy Reviewed and Approved by OSSA Board of Directors	BOD	BOD	N/A
23 April 2024	Tri-Annual Review of Policy - Minor grammatical amendments. - Minor formatting amendments.	BOD	N/A	BOD
13 Nov. 2025	Annual Policy Review by President & Vice-President – No Amendments	President Vice-President	N/A	N/A