

Volunteer Policy

Administrative Details

- **Organization:** Bowmanville Figure Skating Club (BFSC)
- **Policy Title:** Volunteer Policy & Safe Sport Screening Guidelines
- **Effective Date:** October 1, 2026
- **Version:** 1.0
- **Review Cycle:** Annual
- **Policy Owner:** BFSC Board of Directors

1. Purpose & Scope

The Bowmanville Figure Skating Club (BFSC) is committed to providing a safe, athlete-centred, and inclusive environment. This policy outlines screening, supervision, and conduct requirements for all volunteers in alignment with Skate Ontario's Safe Sport Framework and Volunteer Screening Guidelines.

- **Adult Volunteers:** This policy applies to all volunteers aged 18 and older.
- **Youth Volunteers & Program Assistants:** Minor volunteers under 18 years of age (such as Program Assistants) are governed under Skate Canada / Skate Ontario Program Assistant guidelines. Youth volunteers must complete PA training, obtain parent/guardian consent, and operate under the direct, continuous supervision of certified Skate Canada coaches.

2. Volunteer Screening Requirements

To ensure participant safety, volunteer roles are categorized based on the level of interaction, direct supervision, and authority over child and youth athletes.

A. Screened Roles (Vulnerable Sector Check Required)

The following roles involve direct contact, supervision, or authority over athletes and youth participants. Volunteers in these positions must complete:

1. A **Vulnerable Sector Check (VSC)** through local police services every three (3) years
(The volunteer is responsible for any financial costs)
-We will also accept the Skate Ontario Vulnerable Sector Check E-PIC
2. An **Annual Offence Declaration** form during the off-years between VSC renewals.

Roles Requiring VSC & Annual Declarations:

- Board Members
- Dressing Room Volunteers
- Ice Captains
- Event Chaperones / Team Managers

B. Non-Screened Roles

Adults may volunteer for roles that do not involve direct athlete supervision without completing a Vulnerable Sector Check. These roles include:

- Music players
- Announcers
- Fundraising table support
- Collecting donations and event admission
- General event setup and hospitality support (without athlete supervision)

Summary Matrix of Volunteer Screening Requirements

Volunteer Role Category	Example Roles	Direct Athlete Supervision?	Screening Requirements
Category 1: Screened Roles	Board Members, Dressing Room Volunteers, Ice Captains, Chaperones	Yes	• Vulnerable Sector Check (VSC) every 3 years • Annual Offence Declaration (off-years) • Skate Ontario Conduct Acknowledgment
Category 2: Non-Screened Roles	Music Players, Announcers, Fundraising & Registration Support	No	• Skate Ontario Conduct Acknowledgment

3. Conduct Requirements & The Rule of Two

All volunteers must abide by Skate Ontario's Volunteer Conduct Standards and maintain a respectful, supportive environment.

The Rule of Two

To protect both athletes and volunteers, the **Rule of Two** must be enforced during all club activities, events, and training sessions:

- **Definition:** An athlete must never be left alone in a closed, non-public, or unobserved space (e.g., dressing rooms, offices, meeting spaces) with a single adult volunteer or coach.
- **Execution:** All interactions must be open, observable, and involve at least two vetted adults (e.g., two screened adult volunteers, or one certified coach and one screened volunteer). The two vetted adults cannot be related (spouse, parent, aunt, uncle, cousin, etc) or reside in the same household.
- **Dressing Rooms:** Dressing rooms must always be supervised by two screened adult volunteers of the appropriate gender, or the doors shall be left open when only one adult is nearby.

4. On-Ice Volunteers

BFSC **does not permit** adult on-ice volunteers under any circumstances. All on-ice roles must be performed exclusively by certified, active Skate Canada Coaches or designated Program Assistants in strict accordance with Skate Canada and Skate Ontario guidelines.

5. Compliance, Monitoring, & Reporting

A. Reporting Safety Concerns or Misconduct

BFSC takes policy compliance and athlete safety seriously. Any breaches of conduct, safety concerns, or suspected violations of this policy should be reported immediately:

- **Contact:** BFSC Safe Sport Officer / President
- **Confidentiality:** Reports will be handled promptly, discreetly, and in alignment with Skate Ontario discipline and reporting procedures.

B. Policy Enforcement

Failure to comply with this policy—including refusal to complete required screening, failure to observe the Rule of Two, or breach of conduct standards—will result in immediate suspension or removal from volunteer duties. BFSC reserves the right to require an updated Vulnerable Sector Check or decline volunteer participation at any time to uphold Safe Sport standards.

6. Reference Materials & Resources

- Skate Ontario Volunteer Resources & Safe Sport Toolkit
- Skate Canada Code of Ethics & Safe Sport Policies
- BFSC Dressing Room & Facility Guidelines

***All misconduct should be reported to Skate Canada reporting
<https://skatecanada.ca/safe-sport/>**