



## Screening Policy

## 1. PURPOSE

The purpose of this Screening Policy is to ensure that Ontario Equestrian (OE) provides a safe, inclusive, and respectful environment for all participants. Screening is an important risk management practice that helps protect athletes, participants, Employees, volunteers, and the organization by ensuring that individuals who work with, volunteer for, or represent OE are appropriately vetted for positions of trust or authority.

This Policy establishes consistent and transparent screening procedures to assess the suitability of individuals seeking to hold designated positions within OE. The screening process helps reduce the risk of misconduct, abuse, or harm and supports OE's commitment to Safe Sport and participant welfare.

Through the implementation of this Policy, OE aims to fulfill its duty of care, protect the integrity of equestrian sport in Ontario, and ensure that individuals placed in positions of responsibility are capable of upholding the values and standards of the organization.

## 2. DEFINITIONS

The following terms have these meanings in this Policy:

- a) *Agent*: A person engaged by and acting on behalf of OE, including consultants.
- b) *Coach*: an individual who is registered or recognized by OE and who is responsible for the instruction, training, or supervision of Athletes in equestrian sport.
- c) *EC: Equestrian Canada*
- d) *Employee*: An individual employed by OE operating in a full-time, part-time, term, contract, or voluntary capacity.
- e) *Executive Director*: Most senior staff person of OE, accountable to the OE Board of Directors.
- f) *Participant*: Any individual who participates in equestrian sport activities, including but not limited to, coaches, athletes, volunteers, officials, and other members, as defined in the OE Code of Conduct Policy.
- g) *Vulnerable Person*: A person under the age of 18 years old and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise a greater risk than the general population of being harmed by people in positions of trust or authority.

## 3. SCOPE

OE Employees, volunteers and other agents may be screened via this Policy as determined by the risk level associated with the nature of their particular role which may relate to, at a minimum, finances, supervision or Vulnerable Persons.

All Coaches over the age of 18 in Ontario are subject to screening as per the Equestrian Canada (EC) Coach Registration Policy in order to coach obtain status and certified and to be accredited for events in the province.

## 4. GUIDELINES

The risk level assessment will be based on the description of the designated position. In general, the risk level increases as the Employee, volunteer or agent's direct supervision and authority over a Vulnerable Person, cash management or other vulnerable sectors increases.

The recruitment process for designated positions may involve:

- Filling out an application for the position;
- Interviewing for the position;
- Checking references that may be specific to working in a role and/or having direct;
- Supervision and authority over a vulnerable person, cash management or other vulnerable sectors;
- Submitting a valid background screening.

If a background screening check is required, it must be done through a company approved by OE and must show a status of "Clear" (valid for three [3] years).

If an individual in a role designated for screening at any time is charged, receives a conviction for, or is found guilty of, a criminal offence, they will report this circumstance immediately to the Executive Director and the screening procedure will be followed.

At any time and at the discretion of the Executive Director and/or the OE Board of Directors agents and/or volunteers may be asked to provide a current and satisfactory screening.

- All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal or disciplinary proceedings.
- An individual who is determined to require screening and does not comply will be ineligible for their designated position.
- OE may require other measures including position descriptions, interviews, training and job applications to complement screening requirements. Activity not primarily associated with vulnerable persons.
- Contact with Vulnerable Persons occurs in a public setting with other adults present.
- No physical contact with Vulnerable Persons.
- No position of trust or authority over Vulnerable Persons.
- No access to personal or confidential information from individuals associated with OE.
- No access to sensitive or confidential organizational information.

## **5. RISK LEVEL ASSESSMENT**

Positions will be assessed as follows:

Level 1 - Low Risk:

- Participants involved in low-risk assignments who are not in a supervisory role, not directing others, not involved in finances and/or do not have unsupervised access to Vulnerable Participants.

Examples:

Parents, youth or volunteers who are helping on a non-regular or informal basis

Level 2 - Medium Risk:

- Participants involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to Vulnerable Participants.

Examples:

- a) Athlete support personnel;
- b) Non-coach Employees or managers;
- c) Ontario Equestrian sport Employees including interns and IST support;
- d) Ontario Equestrian finance and human resources Employees;
- e) Directors and members of working groups;
- f) Ontario Equestrian senior management;
- g) Volunteers working at OE events;
- h) Third party contractors acting on behalf of OE.

Level 3 - High Risk:

- Participants involved in high-risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved in finances, and who have frequent or unsupervised access to Vulnerable Participants.

Examples:

- a) OE contract coaches
- b) Coaches who travelling with athletes

## 6. SCREENING REQUIREMENTS

Risk Level	Roles	Screening
Level 1 Low Risk	<ul style="list-style-type: none"><li>• Parents, youth or volunteers who are helping on a non-regular or informal basis</li></ul>	<ul style="list-style-type: none"><li>• Complete an application form</li><li>• Complete a screening disclosure form</li><li>• Participate in training, orientation and monitoring as determined by OE</li></ul>
Level 2 Medium Risk	<ul style="list-style-type: none"><li>• Athlete support personnel</li><li>• Non-coach Employees or managers</li><li>• OE sport Employees including interns and IST support</li><li>• Directors and members of working groups</li><li>• OE senior management</li></ul>	<ul style="list-style-type: none"><li>• Level 1 requirements</li><li>• Complete and provide an Enhanced Police Information Check (E-PIC) every three (3) years</li><li>• Provide one (1) letter of reference related to the position</li><li>• Provide a driver's abstract, if requested</li></ul>

	<ul style="list-style-type: none"> <li>• Volunteers working at OE events</li> <li>• Third party contractors acting on behalf of OE</li> </ul>	
Level 3 High Risk	<ul style="list-style-type: none"> <li>• OE contract Coaches</li> <li>• Coaches who travelling with athletes</li> <li>• OE finance and human resources Employees</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 requirements</li> <li>• Provide a Vulnerable Sector Check every three (3) years</li> </ul>

If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to Ontario Equestrian.

If Ontario Equestrian learns that an individual has provided false, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline.

Renewal

Individuals who are required to submit an E-PIC or Screening Disclosure Form are required to submit the documents as follows:

1. An E-PIC every three (3) years
2. A VSC every three (3) years

This Policy serves as a framework to ensure that individuals placed in positions of trust within OE are appropriately vetted to protect participants, manage risk, and fulfill the OE’s duty of care, but does not cover every situation.

If you are unclear about the requirements of this Policy, please contact the Executive Director at OE as follows:

**Ontario Equestrian**  
320 Harry Walker Parkway North  
Unit 2  
Newmarket, ON L3Y 7B8  
905.709.6545

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