



ONTARIO EQUESTRIAN FEDERATION

Screening Policy

Coaches

1. all Certified Coach candidates provide a criminal check at the time of their application for certification,
2. all certified coaches whose status has lapsed to inactive be required to provide a criminal check to restore their active status
3. and all active certified coaches be required to submit a criminal check not later than December Any offense involving theft or fraud.

A criminal check must be conducted every 3 years, with a "Screening Disclosure Form" being completed once per year in the intervening years.

The screening disclosure form is a report requiring the coach to make a formal declaration of any charges or convictions that have occurred in the time since their last criminal check/declaration was submitted to the OEF.

Volunteers

All Volunteers must complete the following:

1. Submit an application form acknowledging that they have read and understand the organizations policies and procedures;
2. Provide a letter of reference related to the position sought;
3. Participate in an orientation as determined by the organization;
4. Complete and sign the OEF's Code of Conduct Policy and Confidentiality Agreement
5. Provide a VSV check if requested and
6. Provide a Drivers Abstract if requested.