

SPORT VOLUNTEER PROJECT

Volunteer Screening

Produced by Parks and Recreation Ontario and the Sport Alliance of Ontario with support from the Ontario Trillium Foundation.

Length of Workshop:	3 hours (including 15-minute break)
Registration Package (sent in advance):	<ul style="list-style-type: none">• Time and Location of Training• Name of Trainer• Goals of Workshop and Agenda• Information about parking, reimbursement of expenses, child care arrangements, accessibility to those with disabilities• Resource Links Page (for those who want to review in advance)
Room Set-Up	<ul style="list-style-type: none">• Table groups with 5 to 7 places at each• Resource table• Presenter's table• Flipcharts and stands (2 if possible)• Sample resources on resource table• Hand Outs on Tables
Materials	<ul style="list-style-type: none">• Refreshments (as desired)• Name tags• Pens and lined paper for each table• Flipchart paper, enough for every table• Masking tape for posting pages on wall• Markers, enough for every table
Handouts	<ul style="list-style-type: none">• Ontario Screening Initiative – 10 factsheets titled “Make the Call – your first step to volunteer screening”• Have you Risk-Proofed your Operations?• Resource Links• Evaluation Form• Participant List (if desired, or if group is large)

Before workshop

Prepare and post on flipcharts:

Agenda

1. Introductions
2. Benefits of Screening
3. Planning for Screening
4. Dealing with Barriers, Maintaining Screening
5. Wrap-Up and Evaluation

Goals of the Workshop – At the end of this workshop you will be able to:

1. Understand what volunteer screening entails and why it is important
2. Assess and minimize the risk involved in different volunteer positions
3. Use some tools and templates to help you start and keep screening your volunteers

Introduction guidelines – e.g. name, group, hope/expectation, one thing that's involved in volunteer screening.

Guidelines for Working Together (examples)

- Equal Chance to Participate
- Respect and Listening
- Finish on Time
- Look after your own needs (breaks, refreshments, ask if you don't understand)

Note re: Size of Group

The style of facilitation and kind of exercises you choose from the options below will depend on how many people attend the workshop.

The goal is to ensure that all participants can contribute equally within the time available.

A small group equals two to ten people.

1 Introductions — 30 minutes

Facilitator introduces her/himself, and does 'housekeeping' items, e.g. location of washrooms, refreshments, who to ask about expense questions, etc.

Then review the goals of the workshop and agenda and answer any questions.

Facilitator asks each participant to briefly introduce themselves according to the guidelines for introductions, e.g. Group(s) for which you are interested in recruiting volunteers

- a) One hope or expectation you have for this workshop
- b) One thing that you think is involved in volunteer screening

Flipchart two lists for a) and b) as they emerge or ask a participant to scribe for you. If you fill more than one page, post the pages on the wall.

When everyone is finished, review the Hopes/Expectations list and suggest where in the agenda the information might come, or if it won't be covered, where people might get info outside the workshop, or add the hope/expectation (e.g. have fun!) to the guidelines for working together.

Debrief the list of 'what is involved' in screening. Point out that it is far more than police checks...

If your group is larger than 15 people, do this process in groups of 4 to 8 by giving tables 5-10 minutes to introduce themselves to each other, then share their hopes/expectations in the table. Then go around the groups asking them to share one common hope/expectation and one thing involved in screening and flipchart the responses until you cover most of the ideas raised by the tables. Then debrief as above.

Segue to the next section by pointing out how the agenda will clarify or expand on some of these issues.

2 Benefits of Screening — 15 minutes

Handout: Have you Risk-Proofed your Operations?

Brainstorm with participants what benefits an organization might get from screening, and flipchart the responses. If necessary, prompt the group to consider other benefits beyond the safety of staff, participants, e.g.

- *Better volunteer matches, thus better volunteer satisfaction and retention*
- *Less time to follow up questions or conflicts with volunteers later*
- *Clearer position descriptions and reporting relationships*
- *Lower insurance rates*
- *Better marketing to the public because jobs and responsibilities are clear*
- *Public confidence in the organization*

Ask participants to take 5 minutes to review "Have You Risk-Proofed your Operations" and check the areas that their organizations are already doing. Ask them to count up the steps they are doing and poll the group by show of hands to see how many are doing

- e.g.*
- *all 10 steps*
 - *more than 5*
 - *more than 2 steps*

3 Planning for Screening — 30 minutes

Handouts: OSI factsheets

#1 Determining the Risk

2 Position Design and Description

Divide the group into table groups of 4 to 7 that are interested in screening the same two kinds of volunteers, e.g. one discusses screening for coaches and admin volunteers, and the other, board and event volunteers. Or, divide the groups according to the degree of screening their organizations already do. Ask them to go through the questions under “Risk Exercise” on the OSI handout #1 for each of their kinds of volunteer. Ask them to name a recorder who will summarize on a flipchart how they minimized the risk for each position. OSI factsheet #2 (position description) may help them do this. Check with groups throughout the time allowed, and encourage them to reserve enough time to post their flipchart summary.

Before the break, instruct participants to do a ‘gallery walk’ before the group re-convenes, i.e. read what other groups have written. N.B. If you have a small group, you can instead ask each group to report briefly after the break.

BREAK

(Depending on time, you may prefer to review the handouts for #3 before the break, then have participants work in their small groups directly after the break.)

Debrief the Planning for Screening – 15 minutes

After the break, ask participants to reflect on any insights they gained, either in their discussions or reading the other groups’ ideas.

4 Maintaining Screening – 30 minutes

Handouts: OSI factsheets

9 Supervision and Evaluation

10 Participant Follow-Up

In same table groups, ask participants to read both factsheets, then work out a plan for each of the positions they previously discussed. Then write the addition to the position description or recruitment ad that would let the volunteer know what follow-up activities will take place.

5 Wrap Up and Evaluation – 15 minutes

Handouts: Evaluation Forms and Resource Sheet

Review briefly the content of other factsheets in the OSI series that haven’t been covered, e.g. where to go if you want tips on interviewing, police checks, etc. As a way of summarizing, refer participants to the Volunteer Development Cycle on page of the first handout “Have you Risk-Proofed your Organization,” pointing out that screening is only one part of a successful volunteer program. Ask them share some ways good screening might affect other parts of the volunteer cycle. Point out that there is much more information available on each stage of the process at the links on the resource sheet.

Evaluation

Encourage participants to complete and hand in the evaluation forms, and/or do an evaluation round. For example, a ‘weather report’ where everyone says how they are feeling in the form of a weather report, or ask for their responses – Positives, Negatives and Would change” (e.g. + and –) and note them in 3 columns on a flipchart.

Facilitator thanks those who contributed (organizers, caterers, etc.) and participants, and adjourns.

SUGGESTIONS FOR ONLINE RESOURCE LINKS

<http://www.sportalliance.com/Content/Volunteer%20Resources.asp>

Sports Alliance of Ontario Volunteer Resource Page

<http://www.nald.ca/literacybasics/volunt/recruit/01.htm>

Community Literacy Of Ontario's Self-Paced Course. Includes Lists Of Ideas Of Where To Recruit and Questions For Reflection

<http://www.omafra.gov.on.ca/english/rural/facts/96-005.htm>

OMAFRA FACTSHEET – VOLUNTEER RECRUITMENT