

Police Checks FAQ

Background

The purpose of a background check is to assist the Ontario Tennis Association (OTA) in determining whether or not an employee or volunteer candidate has engaged in any past conduct that would suggest they are not a suitable candidate because of concerns about their honesty and integrity or the safety of others in their care. The background check forms part of the OTA's screening process that also includes other methods of assessing suitability such as interviews and reference checks. It is becoming standard practice for a Police Information Check (PIC) or Police Vulnerable Sector Check (PVSC) to be requested whenever an individual is applying for a job, an educational opportunity, or volunteer position that gives the individual access to vulnerable individuals such as children, the elderly or the disabled, a security-sensitive position, or where the individuals will have access to large amounts of money.

What individuals must be screened?

Per the OTA Background Check Policy any and all individuals applying to volunteer or work in or with the OTA or its programs, activities, or members must participate in the OTA's background check process and fully cooperate with the OTA Screening Committee.

Without limiting the generality of the foregoing, the following individuals shall be required to participate in the screening process. The type of screening required (ie, PIC or PVSC) is based on the position being held, and will be communicated to the individual by the OTA.

1. All employee positions;
2. All board members;
3. All coaches;
4. All officials;
5. All persons affiliated with junior provincial teams, whether paid or volunteer;
6. All persons involved in the delivery of junior developmental programs including camps and clinics; and
7. Any persons appointed to accompany an OTA junior team to an event or competition but not limited to a coach, manager, chaperone or driver.

What screening documentation is required?

The above referenced individuals must obtain a PIC or PVSC every five (5) years. The cost of the PIC/PVRC is to be borne by the applicant, unless waived at the OTA's discretion.

The above referenced individuals must also complete an OTA Annual Compliance Declaration annually and in the case of a transfer from out of province or country, provide a letter of good standing from the applicant's previous tennis organization.

What is the Member Clubs' responsibility for screening?

Clubs are encouraged to follow the OTA Screening Policy for any individuals involved in Club activities that meet the above definition. Examples are (but not limited to): Club Staff, Coaches, Volunteers, Executives and Board Members.

If a member club is currently following a screening process, they are responsible for ensuring that the appropriate screening documents have been obtained prior to allowing an individual to participate in its programs or activities. Please note that by law, clubs are not permitted to keep originals or copies of PIC/PVRC forms on file for staff/volunteers/members of their club, so forms should be returned to the owner or destroyed upon viewing.

How do I obtain a Police Records Check (“PIC”) or Vulnerable Sector Screening (“PVRC”)?

To obtain your PIC or PVRC please contact the OTA to determine the correct course of action:

- If the OTA determines that a PIC is required, we have partnered with Sterling Backcheck (SBC) to allow the check to be done quickly online.
- If the OTA determines that a PVSC is required you will be asked to get the check completed through your local police services. Visit your local Police Department website for information on what paperwork and procedures have to be completed as the process varies by police jurisdiction. Note, a PVRC must be completed in the city/town in which you reside regardless of where you work/coach.
- Please note that many police services offer discounted PVRC fees to volunteers, so check with their website and if they require a letter of reference from the OTA, that will be provided.

If you have any further questions regarding police screening/checks, please contact screening@tennisontario.com.

I had a Police Information Check and/or Police Vulnerable Sector Check completed for another organization, will OTA accept this check?

If your PIC or PVSC was completed within the past 5 years we will accept a copy at the OTA office to review. If it meets our requirements, no new check will need to be completed until 5 years from the date the last check was done.

Where should I send my completed PIC and PVRC?

All officials, coaches and volunteers requiring a PVRC must submit a copy of their original PVRC check to the OTA office, c/o Gulshad Punja at screening@tennisontario.com or via fax to 416-514-1112. Documents will be destroyed after review by the OTA and emails containing PIC/PVRC information will be deleted.

If a PIC is required, OTA have access to the results online via SBC, so no further action is required by you.

What happens if there is an incident noted on a PIC or PVRC or on the OTA Annual Compliance Declaration?

If there are any incidents noted on the PIC/PVRC document or the OTA Annual Compliance Declaration, the OTA Screening Committee will make a decision based on the offence and the OTA Background Check Policy to see if the individual is allowed to volunteer and/or work within the OTA and its programs. This decision will then be returned to the individual and the OTA Executive Director.