

# **[Insert Name of sport organization] (the 'Organization')**

## **SCREENING POLICY**

### **Preamble**

1. The Organization understands that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the sport community.

### **Definitions**

2. Terms in this Policy that carry specific meaning will be capitalized. All other definitions not listed below are provided in Appendix A of the *Code of Conduct and Ethics*.
  - a) **Criminal Record Check (CRC)** – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions.
  - b) **Enhanced Police Information Check (E-PIC)** – a Criminal Record Check plus a search of Local Police Information (LPI), available from Sterling Backcheck.
  - c) **Local Police Information (LPI)** – Additional conviction and selected non-conviction information in national and local police data sources which may be relevant to the position sought
  - d) **Vulnerable Sector Check (VSC)** – A detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, Local Police Information, and the Pardoned Sex Offender database

### **Application of this Policy**

3. This Policy applies to individuals whose position with the Organization is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Participants.
4. Not all individuals associated with the Organization will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to the Organization or Participants. The Organization will determine which individuals will be subject to screening using the following guidelines (the Organization may vary the guidelines at their discretion):

Level 1 – Low Risk: includes Participants involved in low-risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Participants. Examples:

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

Level 2 – Medium Risk: includes 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) Directors
- d) Coaches who are typically under the supervision of another coach
- e) Officials

Level 3 – High Risk: includes Participants involved in high-risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with finances, and who have frequent or unsupervised access to Vulnerable Participants. Examples:

- a) Full time coaches
- b) Coaches who travel with Athletes
- c) Coaches who could be alone with Athletes

### **Screening Committee**

5. The implementation of this Policy is the responsibility of the Screening Committee which is a committee composed of either one (1) or three (3) members. The Organization will ensure that the members appointed to the Screening Committee possess appropriate skills, knowledge, and abilities to accurately screen documents and render decisions under this Policy.
6. The Screening Committee is responsible for reviewing all documents submitted and, based on their review, making decisions regarding the appropriateness of individuals filling positions within the Organization. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.
7. Nothing in this Policy restricts or limits the Screening Committee from requesting that the individual attend an interview with the Screening Committee if the Screening Committee considers that an interview is appropriate and necessary to screen the individual's application.
8. Nothing in this Policy restricts or limits the Screening Committee from requesting the individual's authorization to contact any professional, sporting or other organization in order to assess the individual's suitability for the position the individual is seeking.
9. Nothing in this Policy restricts or limits the Screening Committee from requesting further information from the individual on more than one occasion, subject to the individual's right to insist that the Screening Committee decide based on the information before it.
10. The Screening Committee may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.
11. When assessing an individual's screening application, the Screening Committee shall determine whether there is reason to believe that the individual may pose a risk to the Organization or to another individual.
12. An individual having been previously penalized for a prior offence shall not prevent the Screening Committee from considering that offence as part of the individual's screening application.
13. If the Screening Committee determines, based on the individual's screening application and any further material received by it, that the individual does not pose a risk to the members of the Organization, the Screening Committee shall approve the individual's application, subject to the Screening Committee's right to impose conditions.

14. In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall be provided to the applicant and to the Board of Directors of the Organization, which may disseminate the decision as they see fit to best fulfil the mandate of the Organization.
15. An individual whose screening application has been denied or revoked may not re-apply to participate in the programs or activities of the Organization for two (2) years from the date the rejected application was made.

### Screening Requirements

16. A Screening Requirements Matrix is provided as **Error! Reference source not found.**
17. It is the policy of the Organization that when an individual is first engaged by the Organization:
  - a) Level 1 individuals will:
    - i. Complete an Application Form (**0**);
    - ii. Complete a Screening Disclosure Form (**Appendix C:** ); and,
    - iii. Participate in training, orientation, and monitoring as described in the Screening Requirements Matrix (**Error! Reference source not found.**)
  - b) Level 2 individuals will:
    - i. Complete an Application Form;
    - ii. Complete a Screening Disclosure Form;
    - iii. Complete and provide an Enhanced Police Information Check (E-PIC);
    - iv. Provide one letter of reference related to the position;
    - v. Participate in training, orientation, and monitoring as described in the Screening Requirements Matrix; and,
    - vi. Provide a driver's abstract, if requested.
  - c) Level 3 individuals will:
    - i. Complete an Application Form;
    - ii. Complete a Screening Disclosure Form;
    - iii. Complete and provide an E-PIC and a VSC;
    - iv. Provide one letter of reference related to the position;
    - v. Participate in training, orientation, and monitoring as described in the Screening Requirements Matrix; and,
    - vi. Provide a driver's abstract, if requested.
  - d) If, following the screening process, an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they must report this circumstance immediately to the Organization. Additionally, the individual must inform the Organization of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
  - e) If the Organization 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 in accordance with the *Discipline and Complaints Policy*.

### **Young People**

18. For the purposes of this Policy, the Organization defines a young person as someone who is younger than 18 years old. When screening young people, the Organization will:
- a) Not require the young person to obtain a VSC or E-PIC; and
  - b) In lieu of obtaining a VSC or E-PIC, require the young person to submit up to two (2) additional letters of reference.
19. Notwithstanding the above, the Organization may ask a young person to obtain a VSC or E-PIC if the Organization suspects the young person has an adult conviction and therefore has a criminal record. In these circumstances, the Organization will be clear in its request that it is not asking for the young person's *youth record*. The Organization understands it may not request to see a young person's youth record.

### **Renewal**

20. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit an E-PIC, Screening Disclosure Form, or Screening Renewal Form, are required to submit the documents as follows:
- a) An E-PIC every three years
  - b) A Screening Disclosure Form every three years
  - c) A Screening Renewal Form every year
  - d) A Vulnerable Sector Check once
21. At any time, including after either the submission of an individual's application or its approval (with or without conditions), the Screening Committee may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of the Organization, could affect the assessment of the individual's suitability for participation in the programs or activities of the Organization, or the individual's interactions with other individuals involved with the Organization.

### **Orientation, Training, and Monitoring**

22. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, as determined at the discretion of the Organization.
23. Orientation may include, but is not limited to: introductory presentations, facility tours, equipment demonstrations, parent/Athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.
24. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
25. At the conclusion of orientation and training, the individual will be required to acknowledge, in written form, that they have received and completed the orientation and training (**Appendix E**: ).
26. Monitoring may include but is not limited to: written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

### How to Obtain an E-PIC or VSC

27. An E-PIC may be obtained online via <http://www.backcheck.net/e-pic.htm> or, if the Organization has joined the Coaching Association of Canada's Responsible Coaching Movement, Participants can obtain an E-PIC at a discounted rate via [https://www.sterlingtalentsolutions.ca/landing-pages/c/cac\\_ace/](https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_ace/).
28. Individuals may obtain an E-PIC, Police Record Check, or VSC by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required.
29. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
30. The Organization understands that they may be required to assist an individual with obtaining a VSC. A Request for VSC (**Appendix F:** ) may need to be submitted or other documentation may need to be completed that describes the nature of the Organization and the individual's role with Vulnerable Participants.

### Procedure

31. Screening documents must be submitted to the Screening Committee.
32. An individual who refuses or fails to provide the necessary screening documents will be ineligible to volunteer for the position sought. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.
33. The Organization understands that there may be delays in receiving the results of an E-PIC or a VSC. At the discretion of the Organization, an individual may be permitted to participate in the role during the delay. This permission may be withdrawn at any time and for any reason.
34. The Organization recognizes that different information will be available depending on the type of screening document the individual has submitted. For example, an E-PIC may show details of a specific offense, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The Screening Committee will use its expertise and discretion when making decisions based on the screening documents that have been submitted.
35. Following the review of the screening documents, the Screening Committee will decide if:
  - a) The individual has passed screening and may participate in the desired position;
  - b) The individual has passed screening and may participate in the desired position with conditions;
  - c) The individual has not passed screening and may not participate in the desired position; or
  - d) More information is required from the individual.
36. In making its decision, the Screening Committee will consider the type of offense, date of offense, and relevance of the offense to the position sought.
37. The Screening Committee may decide that an individual has not passed screening if the screening documentation reveals any of the following:
  - a) If imposed in the last three years:

- i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving;
  - ii. Any offense of assault, physical or psychological violence;
  - iii. Any offense involving trafficking or possession of illegal drugs;
  - iv. Any offense involving conduct against public morals; or,
  - v. Any offense involving theft or fraud.
- b) If imposed at any time:
- i. Any offense involving a Minor or Minors or Vulnerable Person(s);
  - ii. Any offense involving the possession, distribution, or sale of any child-related pornography; or,
  - iii. Any sexual offense.

**Conditions and Monitoring**

38. Excluding the incidents above which, if revealed, would cause the individual to not pass screening, the Screening Committee may determine that incidents revealed on an individual’s screening documents may allow the individual to pass the screening process and participate in a desired position with *conditions* imposed. The Screening Committee shall have the sole and unfettered discretion to apply and remove conditions, determine the length of time for the imposition of conditions, and determine how adherence to conditions may be monitored.

**Records**

39. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, for use in legal, quasi-legal, or disciplinary proceedings.
40. The records kept as part of the screening process include but are not limited to:
- a) An individual’s Vulnerable Sector Check
  - b) An individual’s E-PIC (for a period of three years)
  - c) An individual’s Screening Disclosure Form (for a period of three years)
  - d) An individual’s Screening Renewal Form (for a period of one year)
  - e) Records of any conditions attached to an individual’s registration by the Screening Committee
  - f) Records of any discipline applied to any individual by The Organization or by another sport organization

Policy History	
Approved	
Next Review Date	

## Appendix A: Screening Training & Requirements Matrix

Risk Level	Role Examples (Note Young People Exception Below)	Training Recommended/Required	Screening Requirements
Level 1 Low Risk	a) Parents, young people or volunteers acting in non-regular or informal basis	<b>Recommended:</b> <ul style="list-style-type: none"> <li>• <a href="#">CAC Safe Sport Training</a></li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>• Respect in Sport for Activity Leaders</li> </ul>	<ul style="list-style-type: none"> <li>• Complete a Screening Application Form (<b>Appendix B</b>)</li> <li>• Complete a Screening Disclosure Form (<b>Appendix C</b>)</li> <li>• Participate in training, orientation, and monitoring as determined by the Organization</li> </ul>
Level 2 Medium Risk	a) Athlete support personnel b) Non-coach employees or managers c) Directors d) Coaches who are typically under supervision of another coach. e) Officials	<b>Recommended based on role:</b> <ul style="list-style-type: none"> <li>• Commit to Kids</li> </ul> <b>Required:</b> <ul style="list-style-type: none"> <li>• <a href="#">CAC Safe Sport Training</a></li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>• Respect in Sport for Activity Leaders</li> </ul> <b>AND</b> <ul style="list-style-type: none"> <li>• NCCP Make Ethical Decisions (MED) evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Level 1 Requirements <b>AND</b></li> <li>• Complete and provide an E-PIC</li> <li>• Provide one letter of reference related to the position</li> <li>• Provide a driver's abstract, if requested</li> </ul>
Level 3 High Risk	a) Full Time Coaches b) Coaches who travel with Athletes c) Coaches who could be alone with Athletes	<b>Recommended based on role:</b> <ul style="list-style-type: none"> <li>• Commit to Kids</li> </ul> <b>Required:</b> <ul style="list-style-type: none"> <li>• <a href="#">CAC Safe Sport Training</a></li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>• Respect in Sport for Activity Leaders</li> </ul> <b>AND</b> <ul style="list-style-type: none"> <li>• NCCP Make Ethical Decisions (MED) evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 Requirements <b>AND</b></li> <li>• Provide a VSC</li> </ul>

### Young People

For the purposes of this Policy, the Organization defines a young person as someone who is younger than 18 years old. When screening young people, the Organization will:

- a) Not require the young person to obtain a VSC or E-PIC; AND
- b) In lieu of obtaining a VSC or E-PIC, require the young person to submit up to two (2) additional letters of reference.

## Appendix B: Application Form

*Note: Participants who are applying to volunteer or work within certain positions with the Organization must complete this Application Form. Participants need to complete an Application Form once for the position sought. If the individual is applying for a new position within the Organization, a new Application Form must be submitted.*

**NAME:**

\_\_\_\_\_  
First Middle Last

**CURRENT PERMANENT ADDRESS:**

\_\_\_\_\_  
Street City Province Postal

**DATE OF BIRTH:** \_\_\_\_\_ **GENDER IDENTITY:** \_\_\_\_\_  
Month/Day/Year

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**POSITION SOUGHT:** \_\_\_\_\_

By signing this document below, I agree to adhere to the policies and procedures of the Organization including but not limited to the *Code of Conduct and Ethics*, *Conflict of Interest Policy*, *Privacy Policy*, and *Screening Policy*. Policies are located at the following link: **[to insert website link to policies]**

I recognize that I must pass certain screening requirements depending on the position sought, as outlined in the *Screening Policy*, and that the Screening Committee will determine my eligibility to volunteer or work in the position.

**NAME (print):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_



## Appendix C: Screening Disclosure Form

**NAME:**

\_\_\_\_\_

First

Middle

Last

**OTHER NAMES YOU HAVE USED:** \_\_\_\_\_

**CURRENT PERMANENT ADDRESS:**

\_\_\_\_\_

Street

City

Province

Postal

**DATE OF BIRTH:** \_\_\_\_\_ **GENDER IDENTITY:** \_\_\_\_\_

Month/Day/Year

**CLUB (if applicable):** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

*Note: Failure to disclose truthful information below may be considered an intentional omission and the loss of volunteer responsibilities or other privileges*

- 1. Have you been convicted of a crime? If so, please complete the following information for *each conviction*. Attach additional pages as necessary.**

Name or Type of Offense: \_\_\_\_\_

Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_

Year Convicted: \_\_\_\_\_

Penalty or Punishment Imposed: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

- 2. Have you ever been disciplined or sanctioned by a sport governing body or by an independent body (e.g., private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position? If so, please complete the following information for each disciplinary action or sanction. Attach additional pages as necessary.**

Name of disciplining or sanctioning body: \_\_\_\_\_

Date of discipline, sanction or dismissal: \_\_\_\_\_

Reasons for discipline, sanction or dismissal: \_\_\_\_\_

Penalty or Punishment Imposed: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

- 3. Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? If so, please complete the following information for each pending charge or sanction. Attach additional pages as necessary.**

Name or Type of Offense: \_\_\_\_\_

Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_

Name of disciplining or sanctioning body: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

**PRIVACY STATEMENT**

By completing and submitting this Screening Disclosure Form, I consent and authorize the Organization to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Enhanced Police Information Check and/or Vulnerable Sector Check (when permitted by law) for the purposes of screening, implementation of the *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial/Territorial Sport Organizations, Clubs, and other organizations involved in the governance of sport. The Organization does not distribute personal information for commercial purposes.

**CERTIFICATION**

I hereby certify that the information contained in this Screening Disclosure Form is accurate, correct, truthful and complete.

I further certify that I will immediately inform the Organization of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in the withdrawal of volunteer responsibilities or other privileges and/or disciplinary action.

**NAME (print):** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

## Appendix D: Screening Renewal Form

**NAME:**

\_\_\_\_\_

First Middle Last

**CURRENT PERMANENT ADDRESS:**

\_\_\_\_\_

Street City Province Postal

**DATE OF BIRTH:** \_\_\_\_\_ **GENDER IDENTITY:** \_\_\_\_\_  
Month/Day/Year

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

By signing this document below, I certify that there have been no changes to my criminal record since I last submitted an Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form and/or Driver's Abstract ("Personal Document") to the Organization. I further certify that there are no outstanding charges and warrants, judicial orders, peace bonds, probation or prohibition orders, or applicable non-conviction information, and there have been no absolute and conditional discharges.

I agree that any Personal Document that I would obtain or submit on the date indicated below would be no different than the last Personal Document that I submitted to the Organization. I understand that if there have been any changes, or if I suspect that there have been any changes, it is my responsibility to obtain and submit a new Personal Document to the Organization's Screening Committee instead of this form.

**I recognize that if there have been changes to the results available from any Personal Document and if I submit this form improperly, then I am subject to disciplinary action and/or the removal of volunteer responsibilities or other privileges at the discretion of the Screening Committee.**

**NAME (print):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

Appendix E: **Volunteer Orientation and Training Acknowledgement Form**

1. I have the following role(s) with the Organization (circle as many as apply):

Parent / Guardian

Coach

Director / Volunteer

Athlete

Official

Committee Member

2. As an individual affiliated with the Organization, I acknowledge I have received completed the following orientation and training:

Name of Training or Orientation: \_\_\_\_\_

Instructor: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Name of Training or Orientation: \_\_\_\_\_

Instructor: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Name of Training or Orientation:  
\_\_\_\_\_

Instructor: \_\_\_\_\_ Date Completed: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix F: Request For Vulnerable Sector Check

*Note: The Organization must modify this letter to adhere to any requirements from the VSC provider*

### INTRODUCTION

The Organization is requesting a Vulnerable Sector Check for

\_\_\_\_\_ [insert individual's full name] who identifies as a

\_\_\_\_\_ [insert gender identity] and who was born on

\_\_\_\_\_ [insert birthdate].

### DESCRIPTION OF ORGANIZATION

[Insert description]

### DESCRIPTION OF ROLE

\_\_\_\_\_ [insert individual's name] will be

acting as a \_\_\_\_\_ [insert

individual's role]. In this role, the individual will have access to vulnerable individuals.

[Insert additional information re: type and number of vulnerable individuals, frequency of access, etc.]

### CONTACT INFORMATION

If more information is required from the Organization, please contact the Screening Committee Chair:

[Insert information for Screening Committee Chair]

Signed: \_\_\_\_\_ Date: \_\_\_\_\_