

# SCREENING POLICY

"Organization" refers to: Credit Valley Cycling Club

## Definitions

1. The following terms have these meanings in this Policy:
  - a) "*Criminal Record Check (CRC)*" — A search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record
  - b) "*Vulnerable Sector Verification (VSI/)*" — a detailed check that includes a search of the RCMP National Repository of Criminal Records, local police information, and the Pardoned Sex Offender database

## Preamble

2. 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 community.

## Application of this Policy

3. This Policy applies to all individuals whose position with the Organization is one of trust or authority which may relate to, at a minimum, finances or supervision.
4. Not all individuals associated with the Organization will be required to obtain a CRC or submit a Screening Disclosure Form because not all positions pose a risk of harm to the Organization or to its participants. The Organization will determine which individuals will be subject to screening using the following guidelines (variations from the guidelines are at the sole discretion of the Organization):

Level 1 — Low Risk — Individuals involved in low risk assignments who are not in a supervisory role, not directing others, not involved with financial cash management, and/or do not have access to minors or people with a disability.

Level 2 — Medium Risk — Individuals involved in medium risk assignments who may be in a supervisory role, may direct others or may be involved with financial/cash management.

Level 3 - High Risk — Individuals involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others and/or are involved with financial/cash management.

## Policy

5. It is the Organizations policy that:
  - a) Level 1 individuals will:
    - i. Complete a Screening Disclosure Form
    - ii. Complete an Application Form indicating that the individual has read and understands the Organization's policies and procedures
    - iii. Participate in orientation as determined by the Organization
  - b) Level 2 individuals will:
    - i. Complete and provide a CRC
    - ii. Complete a Screening Disclosure Form

- iii. Complete an Application Form indicating that the individual has read and understands the Organization's policies and procedures
  - iv. Provide one letter of reference related to the position sought
  - v. Participate in orientation as determined by the Organization
  - vi. Provide a driver's abstract, if requested
- c) Level 3 individuals will:
- i. Complete and provide a CRC and VSV
  - ii. Complete a Screening Disclosure Form
  - iii. Complete an Application Form indicating that the individual has read and understands the Organization's policies and procedures
  - iv. Provide one letter of reference related to the position sought
  - v. Participate in orientation as determined by the Organization
  - vi. Provide a driver's abstract, if requested
- d) Failure to participate in the screening process as outlined in this policy will result in the individuals ineligibility for the position sought.
- e) If an individual subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Organization.
- f) If an individual provides falsified or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with the Organization's Discipline and Complaints Policy.

### **Screening Committee**

6. The implementation of this policy is the responsibility of the Organizations Screening Committee which is a committee of three (3) members appointed by the Organization. The Organization will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess CRCs, VSVs. and Screening Disclosure Forms, and render decisions under this Policy. Quorum for the Screening Committee will be three members.
7. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.
8. The Screening Committee is responsible for reviewing all CRCs, VSVs, and Screening Disclosure Forms and, based on such reviews, 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.

### **How to Obtain a Criminal Record Check or Vulnerable Sector Verification**

9. Although a CRC may be obtained online from a third-party provider, individuals may only obtain a VSV 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 and may be reimbursed by the Organization upon the submission of a legitimate receipt and volunteer expense form.
10. Fingerprinting may be required if there is a positive match with the individuals gender and birth date.

## **Procedure**

11. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals are required to submit:
  - a) A Criminal Record Check every three years
  - b) A Screening Disclosure Form every three years
  - c) A Vulnerable Sector Verification once
12. The Screening Committee may request that an individual provide a CRC or a Screening Disclosure Form for review and consideration at any time. Such request will be in writing and reasons will be provided for such a request.
13. The Screening requirements defined in this policy will be submitted to the Organization in an envelope marked "Confidential":
14. Individuals who do not undertake the screening requirements required by this policy will receive a notice to that effect and will be informed that their application and/or position will not proceed until such time as the screening requirements are followed.
15. Following the review of documents for offenses, the Screening Committee will decide:
  - 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.

## **Conditions and Monitoring**

16. The Screening Committee may determine that incidents revealed on an individual's screening documents (not including incidents defined as 'Criminal Convictions' or 'Offenses', below) may allow the individual to pass the screening process and participate in a desired position with conditions imposed. The Screening Committee may apply and remove conditions at its discretion, and will determine the means by which adherence to conditions may be monitored.

## **Offenses**

17. Provided a pardon has not been granted, the following examples are considered to be offenses:
  - a) If imposed in the last five years:
    - i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving
    - ii. Any offense for trafficking and/or possession of drugs and/or narcotics
    - iii. Any offense involving conduct against public morals
  - b) If imposed in the last ten years:
    - i. Any crime of violence including but not limited to, all forms of assault
    - ii. Any offense involving a minor or minors
  - c) If imposed at any time:
    - i. Any offense described in the 'Criminal Convictions' section of this Policy

## **Records**

18. 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, quasi-legal, or disciplinary proceedings.

19. The records kept by the Organization as part of the screening process include but are not limited to:
- a) An individual's Vulnerable Sector Verification
  - b) An individual's Criminal Record Check (for a period of three years)
  - c) An individual's Screening Disclosure Form (for a period of three years)
  - d) Records of any conditions attached to an individual's registration by the Screening Committee
  - e) Records of any discipline applied to any individual by the Organization or by the Ontario Cycling Association

**Criminal Convictions**

20. An individual's conviction for any of the following Criminal Code offenses may result in expulsion from the Organization and/or removal from designated positions, competitions, programs, activities and events upon the sole discretion of the Organization:
- a) Any offense of physical or psychological violence
  - b) Any crime of violence including but not limited to, all forms of assault
  - c) Any offense involving trafficking of illegal drugs
  - d) Any offense involving the possession, distribution, or sale of any child-related pornography
  - e) Any sexual offense
  - f) Any offense involving theft or fraud