

**ABORIGINAL SPORT CIRCLE (“ASC”)  
OPERATIONAL POLICES**

**Type: Governance**  
**Name: SCREENING POLICY**

**Authority: Board of Directors**  
**Date Approved: July 15, 2019**  
**Date Revised: November 8<sup>th</sup>, 2018**

**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 Check (VSC)”* – a detailed check that includes a search of the RCMP National Repository of Criminal Records, local police information, and the Pardoned Sex Offender database
  - c) *“Vulnerable Individuals”* – A person under the age of majority and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority

**Preamble**

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

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 regular access to Vulnerable Individuals. Examples:

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

Level 2 – Medium Risk – Individuals involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with financial/cash management, and/or who may have limited access to Vulnerable Individuals. Examples:

- a) Athlete support personnel
- b) Coaches who are typically under the supervision of another coach

Level 3 – High Risk – Individuals involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with financial/cash management, and who have frequent access to Vulnerable Individuals. Examples:

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

## Policy

5. It is the ASC's 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 ASC's policies and procedures
    - iii. Participate in training, orientation, and monitoring as determined by the ASC
  - 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 ASC's policies and procedures
    - iv. Provide one letter of reference related to the position sought
    - v. Participate in training, orientation, and monitoring as determined by the ASC
    - vi. Provide a driver's abstract, if requested
  - c) Level 3 individuals will:
    - i. Complete and provide a CRC and a VSC
    - ii. Complete a Screening Disclosure Form
    - iii. Complete an Application Form indicating that the individual has read and understands the ASC's policies and procedures
    - iv. Provide one letter of reference related to the position sought
    - v. Participate in training, orientation, and monitoring as determined by the ASC
    - 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 individual's ineligibility for the position sought.
  - e) If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to the ASC. Additionally, the individual will inform the ASC of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
  - f) If an individual provides falsified, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with the ASC's *Discipline and Complaints Policy*.

## Orientation, Training, and Monitoring

6. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at the ASC's discretion.
7. 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 period of engagement.
8. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.

9. 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.
10. Monitoring may include but is not limited to: written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

#### **Screening Committee**

11. The implementation of this policy is the responsibility of the ASC's Screening Committee which is a committee of three (3) members appointed by the ASC. The ASC will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess CRCs, VSCs, and Screening Disclosure Forms, and render decisions under this Policy. Quorum for the Screening Committee will be three members.
12. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.
13. The Screening Committee is responsible for reviewing all documents submitted, including but not limited to CRCs, VSCs, and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions within the ASC. 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 Check**

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

#### **Procedure**

16. 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 Check once
17. 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.
18. The Screening document requirements defined in this policy will be submitted to the following individual:

Aboriginal Sport Circle  
Chief Executive Officer  
c/o House of Sport  
RA Centre, 2451 Riverside Drive  
Ottawa, ON, K1H 7X7
19. 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.

20. 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**

21. 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**

22. 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**

23. 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.
24. The records kept by the ASC as part of the screening process include but are not limited to:
- a) An individual's Vulnerable Sector Check
  - 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 ASC or by another sport organization

### **Criminal Convictions**

25. An individual's conviction for any of the following *Criminal Code* offenses may result in expulsion from the ASC and/or removal from designated positions, competitions, programs, activities and events upon the sole discretion of the ASC:
- 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

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

**Note: Failure to disclose a conviction/sanction may be considered an intentional omission and subject to failure of screening requirements as required by the ASC's Screening Policy.**

**1. Have you ever been convicted of a crime?**

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe below for each conviction:

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

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

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

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

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

\_\_\_\_\_

**2. Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? Yes \_\_\_\_\_ No \_\_\_\_\_** If yes, please explain for each pending charge:

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

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

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

\_\_\_\_\_

**3. Have you ever been subject to a lawsuit, settlement agreement, plea bargain, or charges stayed relevant to coaching or to sports in general? Yes \_\_\_\_\_ No \_\_\_\_\_**

If yes, please describe each finding, judgment or ruling below:

Court Finding: \_\_\_\_\_ Out of Court Settlement: \_\_\_\_\_

Type of Offense or Finding: \_\_\_\_\_

Year of Offense or Settlement: \_\_\_\_\_

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

\_\_\_\_\_

4. **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?**

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe below and provide a copy of the decision:

Name of applicable Organization: \_\_\_\_\_

Date of Discipline or Sanction or Dismissal: \_\_\_\_\_

Reason for Discipline or Sanction or Dismissal: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

For more than one conviction please attach additional page(s) as necessary.

**Certification**

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

I further certify that I will immediately inform the ASC of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in termination of membership and/or further discipline.

Signature: \_\_\_\_\_

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

**PRIVACY STATEMENT**

***By completing and submitting this Screening Disclosure Form, you consent and authorize the ASC to collect, use and disclose your personal information, including all information provided on the Screening Disclosure Form, Criminal Record Check and/or Vulnerable Sector Check for the purposes of screening, implementation of the ASC's Screening Policy, administering membership services and communicating with National Sport Organizations, Provincial/Territorial Sport Organizations, Sport Clubs, and other organizations involved in the governance of sport. The ASC does not distribute personal information for commercial purposes.***