



GSC Screening Policy

Purpose:

The Guelph Skating Club (Club) 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 which deliver programs and services to youth. The Club has a responsibility to children, young adults, parents and volunteers in its programs and is committed to adhering to the following policy to support the provision of a safe and healthy skating experience in our community. The purpose of screening is to identify individuals involved with Club activities who may pose a risk to the Club and its participants so that appropriate protective measures may be put in place.

Definitions:

The following terms have these meanings in this Policy:

- a) ***Criminal Record Check (CRC)*** – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
- b) ***Director(s)*** – Directors of the Board of the Guelph Skating Club
- c) ***Enhanced Police Information Check (E-PIC)*** – a CRC plus a search of LPI. Information available from Sterling Backcheck
- d) ***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
- e) ***Vulnerable Sector Check (VSC)*** – A detailed check that includes a search of the CPIC system, LPI and the Pardoned Sex Offender database
- f) ***Individuals*** - refers to all categories of individual members and/or registrants defined in the By-laws who are subject to the policies of the Club, as well as all people employed by, contracted by, or engaged in activities with, the Club including, but not limited to, employees, contractors, athletes, Coaches, instructors, volunteers, administrators, committee members, parents or guardians, spectators, and Directors and Officers
- g) ***Vulnerable Individual*** – a person under the age of 18 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.

Guidelines:

- This Policy applies to all individuals whose position with the Club is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Participants. This would include but not limited to Directors, employee(s), Coaches, Program Assistants, volunteers and contractors (18 years of age and older).
- Not all individuals will be required to obtain a background screen because not all positions pose a risk of harm to the Club or participants.
- The Club will determine which individuals will be subject to screening using the following guidelines (the Club may vary the guidelines at its discretion):
- Note that all Club Coaches are required to be Skate Canada certified and as such are screened through Skate Canada's process every 3 years.

Risk Level Assessment and Associated Steps:

- Positions will be assessed as follows:
 - Level 1: Individuals involved in low-risk positions who are not in a supervisory role, not directing others, not involved with financial/cash management, do not have access to personal, sensitive or confidential club information, and/or do not have physical contact with Vulnerable Individuals. Examples:
 - Volunteers who are helping on a non-regular, informal basis (skating show, test days, etc.)
 - Program Assistants under **18** years of age

Persons in this category require limited screening - complete a Volunteer Information Form.

- Level 2: 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 personal, sensitive or confidential Club information, and to Vulnerable Individuals. Examples:
 - Member volunteers who are helping on a regular basis (on-ice volunteers, Board of Directors)
 - Outside contractors involved with the athletes
 - Program Assistants 18 and over

Persons in this category require moderate screening - complete a Volunteer Information Form, a position orientation as needed and an E-PIC screen is required.

Screening Committee:

- The implementation of this policy is the responsibility of the Screening Committee which is a committee composed of a minimum of 3 Directors of the Board. To maintain independence, a Director cannot review their own background check.
- The Screening Committee is responsible for reviewing all documents submitted and based on the review, making decisions regarding the appropriateness of individuals filling positions within the Club.
- All Individuals identified within the scope of this Policy will be screened based on the level associated with their appointed role (Level 1 and Level 2).
- 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.
- 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 Club, which may disseminate the decision as they see fit to best fulfil the mandate of the Club.
- Skate Canada has partnered with Sterling Backcheck to provide an online criminal record check process for their Member Clubs. The Club will use this convenient, secured online screening program for those individuals where the risk warrants.
- If screening is required, individuals will be asked to read and sign the online consent forms to process the E-PIC service.
- If an individual refuses to consent to the background screen process as outlined in this policy, they will be considered ineligible for the position.
- If an individual in a role designated for screening at any time is charged, receives a conviction for, or is found guilty of an offence they will report this circumstance immediately to the Screening Committee or Administrator and the screening procedure will be followed.
- 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 or disciplinary proceedings.
- Screenings will be valid for a period of 3 years from date of issue

Screening Requirements:

- It is the Club's policy that when an Individual is first engaged by the Club:
 - a) Level 1 Individuals will:
 - i. Complete a Volunteer Information Form (**Appendix A**);
 - b) Level 2 Individuals will:
 - i. Complete a Volunteer Information Form;
 - ii. Complete and provide an E-PIC;
 - iii. Provide one letter of reference as required by the position;
 - iv. Participate in training, orientation, and monitoring as determined by the Club
- If at any time an individual subsequently receives a conviction for or is found guilty of an offense, they will report this circumstance immediately to the Screening Committee or Administrator.
- If the Club 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 **GSC Code of Conduct policy**.
- Unless the Club determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit an E-PIC, must do so every 3 years.

Governance / Oversight:

This Policy is reviewed and approved at a minimum every three (3) years, as part of policy review and validation process.

Records:

All documents created in connection with screening activities shall be stored securely. Access to the files is limited to the President and other individuals as authorized by the Board. 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.



APPENDIX A – Volunteer Information Form

Note: This is a sample form for the purposes of this policy. All application forms are to be submitted electronically using the designated form, which may be updated from time to time to meet the specific needs of the position and the Club’s Screening Committee. Individuals need to complete an Application Form once for the position sought. If the individual is applying for a new position within the Club, a new Application Form must be submitted.

NAME:

First

Middle

Last

CURRENT PERMANENT ADDRESS:

Street

City

Province Postal Code

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____

Month/Day/Year

EMAIL: _____ **PHONE:** _____

POSITION SOUGHT: _____

By signing this document below, I agree to adhere to the Club’s policies and procedures, including but not limited to the *Code of Conduct, Conflict of Interest, General Dispute and Resolution, Privacy, and Confidentiality policies*. The Club’s policies are located at the following link: [www. https://guelphskating.ca/governance](https://guelphskating.ca/governance). 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: _____