



GSC Screening Procedure

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.

Procedure:

- 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 directors, employee(s), coaches, program assistants, volunteers and contractors (18 years of age and older) as applicable as set out in the GSC Screening Policy. We will also accept a background check performed by a local police department.
- Questions with regards to submission of screening documents and options for alternative submission should be directed to the Club's Screening Committee gpsc.membership@gmail.com
- An E-PIC may be obtained online at <http://www.backcheck.net/e-pic.htm>
- If screening is required, individuals will be asked to read and sign the online consent forms to process the E-PIC service.
- An individual who refuses to or fails to provide screening documents will be ineligible to volunteer or apply 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.
- The Screening Committee will use its discretion when making decisions based on the screening documents that have been submitted.
- Following the review of the screening documents, 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.
- The Screening Committee will use the following as a guide to determine if 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 criminal offense involving the use of a motor vehicle, including but not limited to impaired driving
 - ii. Any criminal offense of assault, physical or psychological violence
 - iii. Any criminal offense involving trafficking or possession of illegal drugs
 - iv. Any criminal offense involving conduct against public morals
 - v. Any criminal offense involving theft or fraud
 - b) If imposed at any time:
 - i. Any offense involving a minor or minors
 - ii. Any offense involving the possession, distribution, or sale of any child-related pornography
 - iii. Any sexual offense

iv. Any disciplinary and or sanction by a sport governing body or by an independent body (e.g., private tribunal, government agency, etc.) where sanctions remain in effect [1]

- 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.
- Excluding the specific incidents described above, which, if revealed, would automatically 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 may apply and remove conditions at its discretion and will determine how adherence to conditions may be monitored
- 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.
- The records kept by the Club as part of the screening process include, but are not limited to:
 - a) an individual's VSC;
 - b) an individual's E-PIC (for a period of three (3) years);
 - c) an individual's *Screening Disclosure Form* (for a period of three (3) years);
 - d) an individual's *Screening Renewal Form* (for a period of one (1) year);
 - e) records of any conditions attached to an individual's registration by the Screening Committee; and,
 - f) records of any discipline applied to any individual by the Club or by another sport organization.
- This Procedure is reviewed and approved at a minimum every three (3) years in conjunction with the Policy, or sooner if there are legislative or regulatory changes.