

Recruitment & Screening Policy for Staff, Coaches & Volunteers

“Organization” refers to: Red Deer Catalina Swim Club

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Police Information Check” or “PIC”* – A search of the RCMP criminal records database to determine whether the individual has a criminal record.
 - b) *“Vulnerable Sector Verification” or “VSV”* – A secondary part of the Police Information Check, for individuals who are volunteering in a vulnerable sector (such as with minor athletes or persons with a disability), which also searches for the existence of any pardoned sex offences and/or charges.
 - c) *“Personnel”* - Organization personnel include members and volunteers whose position with the Organization is one of trust or authority which may relate to finances or to young people or people with a disability. Personnel are required to obtain a Police Information Check with Vulnerable Sector Verification (PIC-VSV) in accordance with this Policy. Personnel include, but are not limited to, coaches, managers, billet hosts, chaperones, and employees and staff.

Purpose

2. The Organization understands that screening personnel and volunteers is a vital part of providing a safe sporting environment for athletes. Like many sport organizations, the Organization requires those of its Personnel who interact with vulnerable athletes to be vetted through obtaining a Police Information Check with Vulnerable Sector Verification (PIC-VSV) and completing a Screening Disclosure Form.

Application of this Policy

3. The Organization will identify Personnel who, based on their role, require screening through a PIC-VSV and a Screening Disclosure Form. The Organization will determine which Designated Categories of Personnel will be subject to screening.
4. PIC-VSVs and Screening Disclosure Forms are required for those Personnel in the following “Designated Categories” who work closely with athletes and who occupy positions of trust and authority within the Organization:
 - a) Coaches
 - b) Team Managers and Chaperones
 - c) Employees
 - d) Board of Directors or potential Directors of the Organization.

Policy

5. It is the Organization’s policy that:
 - a) Personnel in Designated categories will be screened using PIC-VSV and the Screening Disclosure Form. There will be no exceptions.
 - b) Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual to hold the position that they have been hired or volunteered for.
 - c) The Organization will not knowingly place in a Designated Category an individual who has a conviction for a **‘relevant offence’**, as defined in this Policy.

- d) However, when the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence, a person can occupy a position in a Designated Category without adversely affecting the safety of the Organization, an athlete or member of the Organization through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve a persons' participation in a Designated Category.
- e) If a person in a Designated Category is charged with or subsequently receives a conviction for, or is found guilty of, a relevant office, they will report this circumstance immediately to the Organization.
- f) If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their Designated Category 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 Organization's Screening Committee which is a committee of three (3) to five (5) 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 PIC-VSVs and Screening Disclosure Forms and to render decisions under this Policy. Quorum for the Screening Committee will be three members.
- 7. The Organization may, in its sole discretion, remove any member of the Screening Committee. When a position on the Screening Committee becomes vacant, either because a member has been removed or because a member has resigned, the Organization will appoint a replacement member.
- 8. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.
- 9. The Screening Committee is responsible for reviewing all PIC-VSVs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions in Designated Categories 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 Police Information Check or Vulnerable Sector Verification (PIC-VSV)

- 10. Personnel may obtain a PIC-VSV by visiting the contacting an RCMP office or their police of jurisdiction, providing the appropriate identification (one of which must have a photo), and completing any required paperwork. Fees may also be required.
- 11. Fingerprinting may be required.
- 12. Usually within 30 days, the RCMP or local police will issue the individual a document identifying one of the following:
 - a) Negative (a criminal record does not exist)
 - b) Records match (a criminal record exists)
 - c) Incomplete (there was a match with the gender and birth date – and fingerprinting is required)

Procedure

- 13. The PIC-VSVs and the Screening Disclosure Form will be submitted to the Organization, c/o the

Organization at its head office in an envelope marked "Confidential". The Organization will conduct an initial review of the disclosed documents and will notify the Screening Committee as necessary.

14. Personnel who do not submit a PIC-VSV and the Screening Disclosure Form will receive a notice to this effect and will be informed that their application and/or position will not proceed until such time as the PIC-VSV and the Screening Disclosure Form is received.
15. The Screening Committee will receive and review all flagged PIC-VSVs and Screening Disclosure Forms and will determine whether the individual's PIC-VSV and the Screening Disclosure Form reveal a relevant offence.
16. Subsequent to its' review of the PIC-VSV and the Screening Disclosure Form, the Screening Committee, by majority vote, will:
 - a) Approve an individual's participation in a Designated Category; or
 - b) Deny an individual's participation in a Designated Category; or
 - c) Approve an individual's participation in a Designated Category subject to terms and conditions as the Screening Committee deems appropriate
17. If an individual's PIC-VSV and Screening Disclosure Form do not reveal a relevant offence, the Screening Committee will advise the Organization that the individual is eligible for the Designate Category. After providing notice, the Screening Committee will return or destroy the original PIC-VSV.
18. If an individual's PIC-VSV and the Screening Disclosure Form reveal a relevant offence, the Screening Committee will render its decision and provide notice of its decision in writing to the Organization and the applicant. After providing notice, the Screening Committee will return or destroy the original PIC-VSV.
19. The decisions of the Screening Committee are final and binding and will be effective upon notice being sent to the individual by email to his/her last known email address on record with the Organization.
20. PIC-VSVs are valid for a period of three years and Screening Disclosure Forms must be completed on an annual basis. Notwithstanding this, the Screening Committee may request at any time that an individual in a Designated Category provide a current PIC-VSV or Screening Disclosure Form to the Screening Committee for review and consideration. Such request will be in writing and will provide the reasons for such a request.

Relevant Offenses

21. For the purposes of this Policy, guidelines and examples of a 'relevant offence' is any of the following:
 - 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 involving the possession, distribution, or sale of any child-related pornography
- ii. Any sexual offense
- iii. Any offense involving theft or fraud

Records

22. The Screening Committee will retain no copies of PIC-VSVs and Screening Disclosure Forms, but may retain written records of communication with individuals whose PIC-VSV or Screening Disclosure Form indicate a relevant offence, as well as copies of its decisions and written reasons for decisions. 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.