



Swimming New Brunswick Screening Policy

Definitions

1. The following terms have these meanings in this Policy:
 - a. A Police Record Check (PRC) is a Criminal Records Check as well as a search of the records held in the information database of a local police agency.it may include a check of the National , regional and local police records
 - b. Vulnerable sector check (VSC) A secondary Police check, for individuals who will have contact with a vulnerable sector such as with minor athletes or persons with a disability.
 - c. Personnel Swimming New Brunswick Personnel include members and volunteers whose position with Swimming New Brunswick is one of trust and authority which may relate to young people or people with a disability. Swimming New Brunswick Personnel are required to obtain Police Record Check with a Vulnerable Sector check. Personnel include but are not limited to Provincial Team coaches, Provincial Team managers, Provincial team chaperones and member club coaches.

Background

1. Swimming New Brunswick is comprised of member swim clubs who apply for membership/affiliation with Swimming New Brunswick yearly through mandatory registration with Swimming New Brunswick and Swimming Canada.
2. Member clubs should have comprehensive and ongoing screening practices in place that recognize the importance and value of all the relevant steps in determining the right fit for coaching and volunteer assignment. Screening takes into account the skills, experience, and qualifications that are required for these positions and will include Police checks and Vulnerable sector checks for club coaches, club team managers and club Chaperones
3. Determining how and if to engage or retain a person as a coach or volunteer is always the responsibility of the individual club. Clubs should employ screening best practices as defined in the 2012 screening handbook and other resources available under the volunteer.ca website

Obligation of the Member club

4. All member clubs will:

- a. Submit a copy of a police record check (PRC) and a vulnerable sector check (VSC) for each of their club coaches annually, at the time of club registration.
- b. Immediately inform Swimming New Brunswick of any changes that would alter the result of a coaches PRC and VSC(ie if a coach receives a conviction, for or is found guilty, of an offence, the club will report this circumstance immediately to Swimming New Brunswick

Obligation of Swimming New Brunswick

5. Swimming New Brunswick will:
 - a. Require all member clubs to provide PRC and VSC from all club coaches, Provincial Team Coaches, Chaperones and managers. There will be no exceptions
 - b. Failure or refusal of a member club to participate in the screening process as outlined in this policy will result in ineligibility for membership within Swimming New Brunswick.
 - c. Failure or refusal of a Provincial Team Coach, Manager or Chaperone applicant to participate in the screening process as outlined in this policy will result in ineligibility for any position on a Provincial Team within Swimming New Brunswick
 - d. Will not knowingly grant membership to a club whose coach has a positive record match; except where the screening committee is of the opinion that the person can occupy their position without adversely affecting the safety of a swimmer, through the imposition of such terms and conditions as are deemed appropriate.
 - e. Will not knowingly grant a Provincial Team membership to an individual who has a positive record match; except where the screening committee is of the opinion that the person can occupy their position without adversely affecting the safety of a swimmer, through the imposition of such terms and conditions as are deemed appropriate

Procedure

6. Every member club will submit copies of their coaches PRC and VSC annually to Swimming New Brunswick. PRC and VSC are valid for a period of two years but copies must be submitted annually at the time of club registration. Notwithstanding this, the Screening committee may request that SNB personnel provide a current record check at any time. Such requests will be in writing and will provide the reasons for such a request.
7. If the club coaches documents do not reveal a positive check or the possibility of an offence, and the club is in compliance with the club Membership and affiliation policy and registration policy the Executive Director will give active status to the Member club
8. In the event that a PRC and VSC discloses a positive check or record match or the possibility of a relevant offence, the following will occur:
 - a. The Chair of the Screening Committee or Executive Director will initiate a telephone conversation with the individual with respect to their positive check for clarification and fact finding.
 - b. Documentation will be requested from the individual outlining any community service or other initiatives in which the individual is or was involved.
 - c. The Chair of the Screening Committee or Executive Director will request documentation from the applicable club President stating that they are aware of the applicant's offences.

9. The Screening committee will receive and review all relevant and requested documents.
10. Subsequent to the review of documents the Screening committee may
 - a. Approve the club membership within Swimming New Brunswick
 - b. Deny the club membership within Swimming New Brunswick
 - c. Approve the clubs membership within Swimming New Brunswick subject to terms and conditions as the Screening Committee deems appropriate.
11. The Screening committee will render its decision and provide notice of its decision in writing to Swimming New Brunswick and to the club.
12. Where the Screening Committee denies club membership or approves the membership subject to terms and conditions, the reasons for such decision will be provided in writing to Swimming New Brunswick and the club.
13. The decisions of the Screening Committee are final and binding and will be effective immediately.

Records

14. Swimming New Brunswick and the Screening Committee will retain no copies of the PRC VSC but may retain written records of communication with individuals whose PRC or VSC indicate a positive check, 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.

Screening committee

15. The implementation of this policy is the responsibility of the Executive Director and the Screening committee, a committee of three persons appointed by, and at the sole discretion of, the Board of Directors of Swimming New Brunswick
16. The Executive Director is responsible for receiving and reviewing all submitted Police Record Checks (PRC) and Vulnerable Sector Checks (VSC)
17. The Board of Directors of Swimming New Brunswick will ensure that the members appointed to the Screening committee possess the requisite skills, knowledge and abilities to accurately assess PRC and VSC and render decisions under this policy.
18. 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.
19. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board of Directors.