



Screening Policy

Preamble

1. Screening of personnel and volunteers is an important part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the community. Canoe Kayak Ontario (CKO) is responsible at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. The CKO takes very seriously, and is committed to, fulfilling the duty of care it owes to its members.

2. This Policy is one of several policy tools that CKO will use to fulfil its commitment to provide a safe environment and to protect its members from harm.

Purpose

3. The purpose of screening is to identify individuals within the CKO who pose a risk to its members.

Policy Statement

4. Not all individuals associated with the CKO will be required to undergo screening through a Police Records Check ("PRC"), Vulnerable Sector Screening ("VSS") and Screening Disclosure Form, as not all positions pose a risk of harm to the CKO or to its members. The CKO will determine, as a matter of policy, which designated categories of individuals will be subject to screening.

5. For the purposes of this policy, '**designated categories**' are those classes of persons with athletes and who occupy positions of trust and authority within the CKO. Such designated categories include:

- a) All individuals in paid staff positions;
- b) All coaches;
- c) All officials;
- d) All persons affiliated with provincial teams, whether paid or volunteer;
- e) All persons involved in the delivery of developmental programs including camps and clinics; and
- f) Any persons appointed to accompany a CKO team to an event or competition whether as a coach, manager, chaperone, driver or official in another role.

6. It is CKO's policy that:

- a) All positions will have a clear set of guidelines about appropriate behaviour and conduct.
- b) Individuals in designated categories will be screened using PRCs, VSSs and the Screening Disclosure Form. There will be no exceptions.
- c) Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the staff or volunteer position.
- d) The CKO will not knowingly place in a designated category an individual who has a conviction for a '**relevant offence**', as defined in this policy. However, where 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 CKO, an athlete or member of CKO, through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve a person's participation in a designated category.

- e) If a person in a designated position subsequently receives a conviction for, or is found guilty of, a relevant offence, they will report this circumstance immediately to the CKO.
- f) If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their designated positions and maybe subject to further discipline in accordance with the CKO's Discipline Policy.

Screening Committee

- 7. The implementation of this policy is the responsibility of the Screening Committee of the CKO; a committee of three (3) - five (5) persons appointed by, and at the sole discretion of the CKO Board of Directors. The CKO Board of Directors will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess PRCs, VSSs and Screening Disclosure Forms and render decisions under this Policy. Quorum for the Screening Committee will be three (3) members.
- 8. The Board of Directors may, at its sole discretion, remove any member of the Screening Committee. Where a position on the Screening Committee becomes vacant, either because a member has been removed or because a member has resigned, the Board of Directors, at its sole discretion, will appoint a replacement member.
- 9. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the CKO Board of Directors.
- 10. The Screening Committee is responsible for receiving and reviewing all PRCs, VSSs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions in designated categories within CKO programs. 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.

Procedure

- 11. Each person subject to this policy will obtain and submit, at their own cost, a PRC and VSS from their local Police Service or by using the online services of authorized service providers, the Screening Disclosure Form and a letter of good standing from the person's previous organization in the case of a transfer from out of province or country to the CKO.
- 12. The PRC, VSS, Screening Disclosure Form and letter of good standing, if required, will be submitted to the Screening Committee, c/o the CKO at its head office in an envelope marked "Confidential".
- 13. Individuals who do not submit a PRC, VSS, Screening Disclosure Form and letter of good standing, if required, will receive a notice to this effect and will be informed that their application will not proceed until such time as the PRC, VSS, Screening Disclosure Form and letter of good standing, if required, is received.
- 14. The Screening Committee will receive and review all PRCs, VSSs Screening Disclosure Forms, and letters of good standing, if required, received and determine whether the individual's PRC, VSS, Screening Disclosure Form, and letter of good standing, if required, reveal a relevant offence.
- 15. Subsequent to its' review of a PRC, VSS, Screening Disclosure Form or letter of good standing, if required, 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.
- 16. If an individual's PRC, VSS, Screening Disclosure Form or letter of good standing, if required, does not reveal a relevant offence; the Screening Committee will notify the CKO Board of Directors that the individual is eligible for the volunteer or staff position. After

providing notice, the Screening Committee will return or destroy the original PRC, VSS, Screening Disclosure Document or letter of good standing.

17. If an individual's PRC, VSS, Screening Disclosure Form or letter of good standing, if required, reveals a relevant offence; the Screening Committee will render its decision and provide notice of its decision in accordance to paragraphs 15. After providing notice, the Screening Committee will return or destroy the original PRC, VSS, Screening Disclosure Document or letter of good standing.

18. Where the Screening Committee denies an individual's participation in a designated category or approves an individual's participation in a designated category subject to terms and conditions, the reasons for such decision will be provided, in writing, to the designated member, and a copy of this decision will be provided to the CKO Board of Directors.

19. The decisions of the Screening Committee are final and binding and will be effective upon notice being sent to the individual by e-mail to his/her last known email address on record with the CKO.

20. Nothing in this policy will prevent an individual from re-applying for a staff or volunteer position with CKO at some point in the future, and submitting a new PRC, VSS and Screening Disclosure Form and letter of good standing, if required.

21. PRCs and VSSs are valid for a period of three (3) years and Screening Disclosure Forms must be completed on an annual basis. Notwithstanding this, the Screening Committee may request that a staff person or volunteer in a designated category provide a PRC, VSS 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.

22. If a person has been screened and approved by a CKO member club, CKO will confirm such approval and not require a second screening.

Relevant Offences

23. For the purposes of this Policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:

- a) If imposed in the last five (5) years:
 - i. Any offence involving the use of a motor vehicle, including but not limited to impaired driving; or
 - ii. Any violation for trafficking and/or possession of drugs and/or narcotics.
 - iii. Any offence involving conduct against public morals;
- b) If imposed in the last 10 years:
 - i Any crime of violence including but not limited to, all forms of assault; or
 - ii Any offence involving a minor or minors.
- c) If imposed at any time:
 - i. Any offence involving the possession, distribution, or sale of any child-related pornography;
 - ii. Any sexual offence involving a minor or minors; or
 - iii. Any offence involving theft or fraud.

Records

24. The Screening Committee will retain no copies of PRCs, VSSs and Screening Disclosure Forms, but may retain written records of communication and with individuals whose PRCs, VSSs or Screening Disclosure Forms 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.

Review

25. This policy is not a static document: it will be reviewed by the Board on an annual basis.

Screening Disclosure Form

Please print (for identification purposes only):

NAME:

First Middle Last

OTHER NAMES YOU HAVE USED:

CURRENT PERMANENT ADDRESS:

Street City Province Postal

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

Month/Day/Year

1. Have you ever been convicted of a criminal conviction or been sanctioned by an independent body (sport body, private tribunal, government agency, etc.) for which a pardon has not been granted?

Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements as required by the CKO's Screening Policy.

Yes _____ No _____ If yes, please describe below:

Name or Type of Offense:

Name and Jurisdiction of Court/Tribunal:

Year Convicted:

Age When Convicted:

Penalty or Punishment Imposed:

Further Explanation:

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

2. Are criminal charges or any other charges, 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:

Age When You Allegedly Committed the Crime:

Further Explanation:

Certification

The answers on this Form are truthful, accurate and complete.

Signature: _____

Date: _____