



Screening Policy

“Organization” refers to: Mississauga Ringette Association (MRA)

Definitions

1. The following terms have these meanings in this Policy:

- a) “*Criminal Record Check (CRC)*” – A search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record
- b) “*Vulnerable Sector Check (VSC)*” – a detailed check that includes a search of the RCMP National Repository of Criminal Records, local police information, and the Pardoned Sex Offender database
- c) “*Vulnerable Individuals*” – A person who is under the age of 18 years 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

Purpose

2. The Organization understands that screening is a vital part of providing a safe sporting environment. The Organization is responsible, by law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities, and events. The purpose of screening is to identify individuals involved with the Organization activities who may pose a risk to the Organization and its participants.

Application of this Policy

3. This Policy applies to all individuals whose position within the Organization is one of trust or authority which may relate to, at a minimum, finances, supervision, young people, or people with a disability.

4. Not all individuals associated within the Organization will be required to obtain a CRC or VSC or submit a Screening Disclosure Form because not all positions pose a risk of harm to the Organization, and its members. The Organization will determine which individuals will be subject to screening using the following guidelines (variations from the guidelines are at the sole discretion of the Organization):

Level 1 – Low Risk - Individuals involved in low risk assignments who are not in a supervisory role, not directing others, not involved with financial/cash management, and/or do not have regular access to Vulnerable Individuals. Examples:

- a) Parents, youth, or volunteers who are helping out on a non-regular informal basis
- b) Coaches and Officials under the age of 18 years.

Level 2 – Medium Risk – 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 Vulnerable Individuals. Examples:

- a) Association and Regional board members and volunteers who may handle funds, personal information and help organize events with limited access to athletes under the age of 18 years
- b) Coaches/Bench staff who are only involved with athletes over the age of 18 years.

Level 3 – High Risk – Individuals involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with financial/cash management, and who have frequent access to Vulnerable Individuals. Examples:

- a) All coaches/bench staff registered on a Team Registration Form (TRF) on teams with athletes under the age of 18 years.
- b) All Coaches/bench staff who travel with athletes under the age of 18 years
- c) All Coaches/bench staff who could be alone with athletes under the age of 18 years
- d) Association and Regional Volunteers who are directly involved with the handling of funds and personal information of participants under the age of 18 years. Roles may include but not limited to President, Treasurer, Registrar, and Committee Coordinators.
- e) Association and Regional Volunteers who are directly involved with participants under the age of 18 years
- f) All referees and officials over the age of 18 years.

Confidential Information

5. It is the Organization’s policy that:

a) Level 1 individuals will:

- i. Complete a Screening Disclosure Form;
- ii. Complete an Application Form or agreement indicating that the individual has read and understands the Organization’s policies;
- iii. Participate in training, orientation, and monitoring as determined by the Organization.
- iv. Provide an Annual Attestation Form

b) Level 2 individuals will:

- i. Complete and provide an Enhanced PRC;
- ii. Complete a Screening Disclosure Form;
- iii. Complete an Application Form or agreement indicating that the individual has read and understands the Organization’s policies;
- iv. Provide an Annual Attestation Form
- v. Provide one letter of reference related to the position sought;
- vi. Participate in training, orientation, and monitoring as determined by the Organization;
- vii. Provide a driver’s abstract, if requested.

c) Level 3 individuals will:

- i. Complete and provide a VSC and/or Enhanced PRC;
- ii. Complete a Screening Disclosure Form;
- iii. Complete an Application Form or agreement indicating that the individual has read and understands the Organization's policies;
- iv. Provide an Annual Attestation Form
- v. Provide one letter of reference related to the position sought;
- vi. Participate in training, orientation, and monitoring as determined by the Organization;
- vii. Provide a driver's abstract, if requested.

d) Failure to participate in the screening process as outlined in this policy will result in the individual's ineligibility for the position sought.

e) If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they must report this circumstance immediately to the Organization. Additionally, the individual will immediately inform the Organization of any changes in their circumstances that would alter their original responses in their Screening Disclosure Form.

f) If an individual provides falsified, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with the Organization's *Discipline and Complaints Policy*.

Orientation, Training, and Monitoring

6. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at the Organization's discretion.

7. Orientation may include, but is not limited to introductory presentations, facility tours, equipment demonstrations, parent/athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or period of engagement.

8. Training may include, but is not limited to certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.

9. At the conclusion of orientation and training, the individual will be required to acknowledge, in written form, that they have received and completed the orientation and training.

10. Monitoring may include but is not limited to written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

Screening Committee

11. The implementation of this policy is the responsibility of the Organization. A Screening Committee which is a committee of three (3) members must be appointed by the Organization. The members appointed to the Screening Committee must possess the requisite skills, knowledge and abilities to accurately assess CRCs, VSCs, and Screening Disclosure Forms, and render decisions under this Policy. Quorum for the Screening Committee will be three members.

12. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Organization's Board of Directors.

13. The Screening Committee is responsible for reviewing all documents provided, including but not limited to CRCs, VSCs, and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions 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 Criminal Record Check or Vulnerable Sector Verification

14. Although a CRC or Enhanced PRC may be obtained online from a third-party provider (e.g. Sterling Backcheck), individuals may only obtain a VSC through a police station,

15. If a VSC is required, the Organization will provide a letter confirming the potential position within the Organization (the “Confirmation Letter”). In the event that a police station refuses to provide a VSC on the grounds that the individual does not have direct contact with a vulnerable sector, the individual should acquire a signed note from an officer confirming the refusal.

16. Fingerprinting may be required if there is a positive match with the individual’s gender and birth date.

Procedure

17. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals are required to submit:

- a) A Criminal Record Check every three years
- b) A Screening Disclosure Form every three years
- c) An Annual Attestation Form declaring no change
- d) Immediate notification of any changes to their screening disclosure form
- e) A Vulnerable Sector Check once

18. The Screening Committee may request that an individual provide a CRC or VSC, and a Screening Disclosure Form for review and consideration at any time. Such request will be in writing and reasons will be provided for such a request.

19. Individuals who do not undertake the screening requirements required by this policy will receive a notice to that effect and will be informed that their application and/or position will not proceed until such time as the screening requirements are followed.

20. Following the review of documents for offenses, 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;
- d) More information is required from the individual; or
- e) Terminate and/or expel the individual from the Organization for a determined period of time or indefinitely.

Conditions and Monitoring

21. The Screening Committee may determine that incidents revealed on an individual’s screening documents (not including incidents defined as ‘Criminal Convictions’ or ‘Offenses’, below) 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 the means by which adherence to conditions may be monitored.

Offenses

22. Provided a pardon has not been granted, the following examples are considered to be relevant offenses and are provided as a guide for the Screening Committee:

- 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 described in the 'Criminal Convictions' section of this Policy

Records

23. 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.

24. The records kept by the Organization as part of the screening process include but are not limited to:

- a) An individual's Vulnerable Sector Check
- b) An individual's Criminal Record Check (for a period of three years)
- c) An individual's Screening Disclosure Form (for a period of three years)
- d) Records of any conditions attached to an individual's registration by the Screening Committee
- e) Records of any discipline applied to any individual by the Organization or by another sport organization

Criminal Convictions

25. An individual's conviction for any of the following *Criminal Code* offenses may result in expulsion from the Organization and/or removal from designated positions, competitions, programs, activities and events upon the sole discretion of the Organization:

- a) Any offense of physical or psychological violence
- b) Any crime of violence including but not limited to, all forms of assault
- c) Any offense involving trafficking of illegal drugs
- d) Any offense involving the possession, distribution, or sale of any child-related pornography
- e) Any sexual offense
- f) Any offense involving theft or fraud