



SCREENING POLICY

Preamble

1. Lacrosse Canada¹ understands that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice amongst sport organizations that provide programs and services to the Canadian sport community.

Application of this Policy

2. This Policy applies to all individuals whose position with Lacrosse Canada is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Participants.
3. Not all individuals associated with Lacrosse Canada will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to Lacrosse Canada or to its participants. Individuals will be subject to the screening requirements described in the Screening Requirements Matrix found in **Appendix A** of this Policy and shall comply with the screening application requirements as detailed therein. For information on how to obtain an E-PIC or a VSC, please contact Lacrosse Canada.

Screening Committee

4. The implementation of this Policy is the responsibility of Lacrosse Canada's Screening Committee which is a committee of either one (1) or three (3) independent individuals appointed by Lacrosse Canada. Lacrosse Canada will ensure that the individual(s) appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately screening documents and render decisions under this Policy.
5. The Screening Committee will carry out its duties, in accordance with the terms of this Policy.
6. The Screening Committee is responsible for reviewing all documents submitted with an Application Form and, based on the review, making decisions regarding the appropriateness of individuals filling positions within Lacrosse Canada. 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.

Screening Requirements

7. A Screening Requirements Matrix is provided as **Appendix A**. All individuals must comply with the requirements detailed therein when first engaged by Lacrosse Canada and shall respect the renewal requirements indicated in Section 12 below.
8. If an individual subsequently receives a charge, conviction for, or is found guilty of an offense they will report this circumstance immediately to Lacrosse Canada. Additionally, the individual will inform Lacrosse Canada of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.

¹ A separate document with term definitions that apply to all Lacrosse Canada policy is found online and in the Lacrosse Canada Safe Sport Policy Manual.



9. If Lacrosse Canada learns that an individual has provided false, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with Lacrosse Canada's *Discipline and Complaints Policy*.

Minors

10. When screening Minors, Lacrosse Canada will:
 - a) Not require the Minor to obtain a VSC or E-PIC; and
 - b) In lieu of obtaining a VSC or E-PIC, require the Minor to submit up to two (2) additional letters of reference.
11. Notwithstanding the above, Lacrosse Canada may ask a Minor to obtain a VSC or E-PIC if Lacrosse Canada suspects the Minor has an adult conviction and therefore has a *criminal record*. In these circumstances, Lacrosse Canada will be clear in its request that it is not asking for the Minor's *youth record*. Lacrosse Canada understands that it may not request to see a Minor's youth record.

Renewal

12. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit an E-PIC, Screening Disclosure Form, VSC, or Screening Renewal Form, are required to submit the documents as follows:
 - a) An E-PIC every three years
 - b) A Screening Disclosure Form every three years
 - c) A Screening Renewal Form every year
 - d) A Vulnerable Sector Check once
13. The Screening Committee may request that an individual provide any of the above documents at any time. Such request will be in writing and reasons will be provided for the request.

Orientation, Training, and Monitoring

14. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at Lacrosse Canada's discretion.
15. Orientation may include, but is not limited to: introductory presentations, facility tours, safe sport policy training, equipment demonstrations, parent/athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.
16. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
17. 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.
18. Monitoring may include but is not limited to: written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.



Procedure

19. Individuals must submit the screening documents indicated in **Appendix A**, according to the category in which they fall, to the Screening Committee. If an individual is uncertain of which category they fall into, they may contact Lacrosse Canada for assistance. Any information submitted shall be subject to Lacrosse Canada's *Privacy Policy*, will only be viewed on a need-to-know basis, and will be protected in accordance with the relevant and applicable privacy legislation.
20. An individual who refuses or fails to provide the necessary screening documents, or who makes an incomplete application, will be ineligible for the position sought. The individual will be informed by the Screening Committee that their application and/or position will not proceed until such time as the screening documents are submitted.
21. Lacrosse Canada understands that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, Lacrosse Canada may permit the individual to participate in the role during the delay, provided that the individual demonstrates that they have initiated the E-PIC or VSC application process. Lacrosse Canada may withdraw this permission at any time and for any reason.
22. Lacrosse Canada recognizes that different information will be available depending on the type of screening document that the individual has submitted. For example, an E-PIC may show details of a specific offense, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The Screening Committee will use its expertise and discretion when making decisions based on the screening documents that have been submitted.
23. The Screening Committee will review all Level 1 and Level 2 screening applications, including any supporting documents, and shall make a decision as indicated in Section 24 below. For Level 3 screening applications, the Screening Committee will only review cases where the individual has made a declaration in their declaration form that may impact whether they can participate in the desired position.
24. Following the review of any Level 1 and Level 2 screening applications, the Screening Committee will decide whether:
 - 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.
25. 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.
26. The Screening Committee must decide that 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 offense involving the use of a motor vehicle that constitutes an offence under the *Criminal Code*
 - ii. Any offence of assault, physical or psychological violence



- iii. Any offense for trafficking and/or possession of drugs and/or narcotics
- iv. Any offense involving conduct against public morals
- v. Any offence 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

Conditions and Monitoring

27. Excluding the incidents above which, if revealed, would 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 the means by which adherence to conditions may be monitored.

Records

28. 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. This includes protecting all records in accordance with the relevant and applicable privacy legislation.
29. The records kept by Lacrosse Canada as part of the screening process include but are not limited to:
- a) An individual's Vulnerable Sector Check
 - b) An individual's E-PIC (for a period of three years)
 - c) An individual's Screening Disclosure Form (for a period of three years)
 - d) An individual's Screening Renewal Form (for a period of one year)
 - e) Records of any conditions attached to an individual's registration by the Screening Committee
 - f) Records of any discipline applied to any individual by Lacrosse Canada or by another sport organization

Privacy

30. The collection, use and disclosure of any personal information pursuant to this Policy shall be in accordance with any applicable privacy policies and practices of Lacrosse Canada.
31. Lacrosse Canada or any of its delegates pursuant to this Policy (i.e., Screening Committee) shall comply with Lacrosse Canada's applicable privacy policies and practices in the performance of their services under this Policy.



Appendix A – Screening Requirements Matrix

	Description	Requirements	Examples
Level 1	Individual that holds a decision-making position, involved in high risk assignments, occupies position of trust and/or authority, has a supervisory role, directs others, involved with finances, and who have frequent or unsupervised access to Vulnerable Participants	<ul style="list-style-type: none">- Complete an Application Form- Complete a Screening Disclosure Form- Complete and provide a VSC- Provide one reference related to the position- Participate in training, orientation, and monitoring as determined by the organization- Provide a driver's abstract, if requested	Senior Lacrosse Canada staff, Case Managers, full-time coaches, coaches that travel with athletes, coaches that could be alone with athletes
Level 2	Athletes and individuals with direct athlete contact, individuals involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to Vulnerable Participants	<ul style="list-style-type: none">- Complete an Application Form- Complete a Screening Disclosure Form- Complete and provide an E-PIC- Provide one reference related to the position- Participate in training, orientation, and monitoring as determined by the organization- Provide a driver's abstract, if requested and relevant to the position	Athletes, coaches, training staff and athlete support personnel, non-coach employees or managers, Directors, coaches who are typically under the supervision of another coach, officials, event organizing committees
Level 3	Individuals with no direct contact with athletes, involved in low risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Participants	<ul style="list-style-type: none">- Complete an Application Form- Complete a Screening Disclosure Form- Participate in training, orientation, and monitoring as determined by the organization	Certain staff and Board members, certain volunteers, parents, youth, or volunteers who are helping out on a non-regular or informal basis



Appendix B – Application Form

Note: Individuals who are applying to volunteer or work within certain positions with Lacrosse Canada must complete this Application Form. Individuals need to complete an Application Form once for the position sought. If the individual is applying for a new position within Lacrosse Canada, a new Application Form must be submitted.

NAME: _____
First Middle Last

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

EMAIL: _____ **PHONE:** _____

POSITION SOUGHT: _____

By signing this document below, I agree to adhere to Lacrosse Canada's policies and procedures, including but not limited to the *Code of Conduct and Ethics*, *Conflict of Interest Policy*, and *Screening Policy*. Lacrosse Canada's policies are located at the following link: www.lacrosse.ca

I recognize that I must pass certain screening requirements depending on the position sought, as outlined in the *Screening Policy*, and that the Screening Committee will determine my eligibility to volunteer or work in the position.

NAME (print): _____ **DATE:** _____

SIGNATURE: _____



Appendix C – Screening Disclosure Form

NAME: _____
First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

CLUB (if applicable): _____ **EMAIL:** _____

Note: Failure to disclose truthful information below may be considered an intentional omission and result in the loss of responsibilities or other privileges

- 1. Do you have a criminal record? If so, please complete the following information for each conviction. Attach additional pages as necessary.**

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

- 2. Have you ever been disciplined or sanctioned by a sport governing body or by an independent body (e.g., private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position? If so, please complete the following information for each disciplinary action or sanction. Attach additional pages as necessary.**

Name of disciplining or sanctioning body: _____

Date of discipline, sanction or dismissal: _____

Reasons for discipline, sanction or dismissal: _____

Penalty or Punishment Imposed: _____



Further Explanation: _____

3. Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? If so, please complete the following information for each pending charge or sanction. Attach additional pages as necessary.

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Name of disciplining or sanctioning body: _____

Further Explanation: _____

PRIVACY STATEMENT

The collection, use, and disclosure of personal information by Lacrosse Canada shall be in accordance with applicable privacy and human rights legislation. By completing and submitting this Screening Disclosure Form, I consent and authorize Lacrosse Canada to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Enhanced Police Information Check and/or Vulnerable Sector Check (when permitted by law) for the purposes of screening, implementation of Lacrosse Canada's *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial Sport Organizations, Sport Clubs, and other organizations involved in the governance of sport. Lacrosse Canada does not distribute personal information for commercial purposes.

CERTIFICATION

I hereby certify that the information contained in this Screening Disclosure Form is accurate, correct, truthful and complete.

I further certify that I will immediately inform Lacrosse Canada of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in the withdrawal of responsibilities or other privileges and/or disciplinary action.

NAME (print): _____

DATE: _____

SIGNATURE: _____



Appendix D – Screening Renewal Form

NAME: _____
First Middle Last

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

EMAIL: _____ **PHONE:** _____

By signing this document below, I certify that there have been no changes to my criminal record since I last submitted an Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to Lacrosse Canada. I further certify that there are no outstanding charges and warrants, judicial orders, peace bonds, probation or prohibition orders, or applicable non-conviction information, and there have been no absolute and conditional discharges.

I agree that any Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I would obtain or submit on the date indicated below would be no different than the last Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I submitted to Lacrosse Canada. I understand that if there have been any changes, or if I suspect that there have been any changes, it is my responsibility to obtain and submit a new Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to Lacrosse Canada's Screening Committee instead of this form.

I recognize that if there have been changes to the results available from the Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form, and that if I submit this form improperly, then I am subject to disciplinary action and/or the removal of responsibilities or other privileges at the discretion of the Screening Committee.

NAME (print): _____ **DATE:** _____

SIGNATURE: _____



Appendix E – Request for Vulnerable Sector Check

Note: Lacrosse Canada may be required to modify this letter to adhere to any requirements from the VSC provider

INTRODUCTION

Lacrosse Canada is requesting a Vulnerable Sector Check for _____ [insert individual's full name] who identifies as a _____ [insert gender identity] and who was born on _____ [insert birthdate].

DESCRIPTION OF THE CANADIAN LACROSSE ASSOCIATION

Lacrosse Canada is a not-for-profit national organization for the sport of lacrosse located in Ottawa, Ontario.

DESCRIPTION OF ROLE

_____ [insert individual's name] will be acting as a _____ [insert individual's role]. In this role, the individual will have access to vulnerable individuals.

CONTACT INFORMATION

If more information is required from the Lacrosse Canada, please contact the Screening Committee:

[Insert information for Screening Committee]

Signed: _____ Date: _____