

Appendix A – Screening Requirements Matrix

Risk Level	Roles (Note Young People Exception and Specific Roles Classification Chart Below)	Screening	Training: Recommended Level 1 Required Level 2 & 3
N/A	Athletes, ages 15 and up, named to CKC Teams or taking part in CKC Training Camps.	None.	CAC Safe Sport Training (Athlete Stream)
Level 1 Low Risk	a) Volunteers acting in non-regular or informal basis. b) Volunteers who are not in a position of authority.	Complete an Application Form (Appendix B) and Screening Disclosure Form (Appendix C). Screening can also be done as per Section 25 of the Screening Policy through ckcmember.ca. Click here to complete. Participate in role specific training, orientation, and monitoring as considered necessary by the organization	<ul style="list-style-type: none"> • CAC Safe Sport Training or • Respect in Sport for Activity Leaders • All Coaches Required: CAC Making Ethical Decisions Certified
Level 2 Medium Risk	a) Volunteers working in a regular capacity and who are in a position of authority. b) Non-Coach Employees c) Coaches who report to another Coach. d) Directors (all levels) e) Officials working in a position of authority f) Event organizing committee g) Learning Facilitators	Same as Level 1 plus: Provide an Enhanced Police Information Check (E-PIC). For new-hires and Minors, provide one letter of reference related to the position. Provide a driver's abstract, if requested/required by virtue of the position.	<ul style="list-style-type: none"> • CAC Safe Sport Training or • Respect in Sport for Activity Leaders • All Coaches Required: CAC Making Ethical Decisions Certified
Level 3 High Risk	a) Senior Coaches b) Any coach or employee who will travel with athletes for overnight trips.	Same as Level 2 but: Provide a Vulnerable Sector Check (which includes an E-PIC) For new-hires and Minors, a second letter of reference from a previous relevant sport related employer.	<ul style="list-style-type: none"> • CAC Safe Sport Training or • Respect in Sport for Activity Leaders • All Coaches Required: CAC Making Ethical Decisions Certified

Young People

Canoe Kayak Canada and its Members define a young person as someone who is younger than 18 years old. When screening young people, Canoe Kayak Canada and its Members will:

- a) Not require the young person to obtain a VSC or E-PIC; and
- b) In lieu of obtaining a VSC or E-PIC, require the young person to submit up to two (2) additional letters of reference.

Specific Roles Classification Chart

Note: This Chart is not intended to be comprehensive; organizations should assess the level of risk of any role not specified below based on the position of authority that the role puts a person in, the participants over whom they will have authority and the behaviours expected in the role they will be put in.

Level 1 Low Risk	<p>Parents and other individuals acting as informal, non-regular volunteers who are not in a position of authority.</p> <p>Race or Event volunteers, for example timers, safety boat operators, registration coordinators.</p>
Level 2 Medium Risk	<p>Volunteers working in a regular capacity and who are in a position of authority (i.e. Volunteer program coordinators, volunteer directors or others in charge of competitions.</p> <p>All paid employees including Part-Time or Assistant Coaches (please refer to the Sections 10 and 11 on Young People above)</p> <p>Board of Directors at all organizations including Club, Provincial/Territorial Organizations and National Boards and Committees.</p> <p>Officials working in a position of authority including, all sprint accredited officials.</p> <p>Instructors</p> <p>Marathon: Chief of Race or Event Organizer, Chief of Course</p> <p>Safety Officers</p> <p>Event Organizing Committee</p> <p>Learning Facilitators</p>
Level 3 High Risk	<p>Full time coaches</p> <p>A Coaches or other employees who oversee other Coaches.</p> <p>Coaches who travel with athletes for overnight trips.</p>