

*** This Screening Policy replaces and supersedes all pre-existing alternate Ontario Water Polo Association (OWP) screening policies including those posted on the OWP website prior to January 1st 2013 ***

Definitions

1. The following terms have these meanings in this Policy:
 - a) “*Police Vulnerable Sector Check (PVSC)*” – For individuals who are volunteering in a vulnerable sector (such as with minor athletes), a PVSC searches for the existence of a criminal record, outstanding charges, various charges and convictions, and any pardoned sex offences
 - b) “*Personnel*” - OWP personnel include members and volunteers whose position with OWP is one of trust or authority. OWP personnel are required to obtain a Police Vulnerable Sector Check (PVSC). Personnel include, but are not limited to, coaches, managers, convenors, the OWP Board of Directors, and OWP staff

Purpose

2. OWP understands that screening personnel and volunteers is a vital part of providing a safe sporting environment for athletes. Like a growing number of sport organizations, OWP requires Personnel who interact with athletes, or who are placed in a position of trust or authority, to obtain a Police Vulnerable Sector Check (PVSC).

Application of this Policy

3. This Policy applies to all Personnel.
4. Not all positions pose a risk of harm to OWP or to its participants and therefore not all Personnel associated with OWP will be required to acquire a PVSC or submit a Screening Disclosure Form. OWP will determine which Designated Categories of Personnel will be subject to screening.
5. PVSCs and Screening Disclosure Forms are required for the following “Designated Categories” who work closely with athletes and who occupy positions of trust and authority within OWP:
 - a) Coaches
 - b) Managers
 - c) Trainers
 - d) Members of the OWP’s Board of Directors
 - e) Employees

Policy

6. It is the OWP’s policy that:
 - a) Personnel in Designated Categories will be screened using a PVSC and the Screening Disclosure Form. There will be no exceptions.
 - b) Failure to participate in the screening process as outlined in this policy will result in the individual being ineligible to participate in sanctioned OWP events
 - c) OWP will not knowingly place in a Designated Category an individual who has a conviction for a ‘**relevant offence**’, as defined in this policy.
 - d) 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 OWP, an athlete, or member of OWP, the Screening Committee may approve a persons' placement in a Designated Category.

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

Screening Committee

- 7. The implementation of this policy is the responsibility of OWP's Screening Committee. The Screening Committee consists of three (3) to five (5) members appointed by, and at the sole discretion of, the OWP Board of Directors. The Board of Directors will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge, and abilities to accurately assess PVSCs and Screening Disclosure Forms and render decisions under this policy. Quorum for the Screening Committee will be three members.
- 8. The Board of Directors may, at its sole discretion, remove any member of the Screening Committee. When 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 Board of Directors.
- 10. The Screening Committee is responsible for receiving and reviewing all PVSCs and Screening Disclosure Forms and, based on such reviews, shall make decisions regarding the appropriateness of individuals filling positions in Designated Categories within OWP. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police officers, risk management consultants, volunteer screening specialists, or any other person.

How to Obtain a Police Vulnerable Sector Check (PVSC)

- 11. Personnel may obtain a PVSC by visiting a local police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing paperwork.
- 12. The PVSC fee for volunteers is determined by each region's police force.
- 13. Personnel must submit the proof of the completed PVSC to OWP.

Procedure

- 14. The PVSC and the Screening Disclosure Form will be submitted to the Screening Committee, c/o OWP at its head office in an envelope marked "Confidential".
- 15. Personnel who do not submit a PVSC or a Screening Disclosure Form will receive a notice that they are ineligible for participation in OWP sanctioned events, and they may not interact with minor athlete members of OWP, until the individual's PVSC and Screening Disclosure Form are received.
- 16. The Screening Committee will receive and review all PVSCs and Screening Disclosure Forms and

determine whether any PVSC or Screening Disclosure Form reveals a relevant offence.

17. After reviewing an individual's PVSC and Screening Disclosure Form, 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.
18. If an individual's PVSC and Screening Disclosure Form do not reveal a relevant offence, the Screening Committee will advise the Board of Directors that the individual is eligible for the Designated Category. After providing notice, the Screening Committee will return or destroy the original PVSC.
19. If an individual's PVSC or Screening Disclosure Form reveals a relevant offence, the Screening Committee will render its decision and provide notice of its decision to the Board of Directors and the individual. After providing notice, the Screening Committee will return or destroy the original PVSC.
20. The decisions of the Screening Committee are final and binding and will be effective upon notice being communicated to the individual.
21. PVSC are valid for a period of three years but a Screening Disclosure Form must be completed and submitted by Personnel on an annual basis. However, the Screening Committee may request that an individual in a Designated Category provide a PVSC to the Screening Committee at any time. Such request will be in writing and will provide the reasons for such a request.

Relevant Offences

22. For the purposes of this Policy, a 'relevant offence' is any of the following:
 - a) If imposed in the last five years:
 - i. Any offence involving the use of a motor vehicle, including but not limited to impaired driving
 - 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 ten years:
 - i. Any crime of violence including, but not limited to, all forms of assault
 - ii. Any offence involving a minor
 - 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
 - iii. Any offence involving theft or fraud

Records

23. The Screening Committee will not retain copies of PVSCs or Screening Disclosure Forms, but may retain written records of communication with individuals whose PVSC or Screening Disclosure Form

indicated 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.

OWP – SCREENING DISCLOSURE FORM

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 OWP'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: _____