

Vortex Water Polo Club Screening Policy

Adopted August 15, 2024

Preamble:

Vortex Water Polo (VWP) Club understands that the screening of coaches and volunteers is a vital part of providing a safe sporting environment. The VWP is committed to do everything reasonable to provide a safe environment for participants in its programs, activities, and events. The purpose of screening is to identify individuals involved within the VWP who may pose a risk. VWP is required to provide compliance of adhering to the MWPA Screening Policy, which this Policy is based on.

Definitions:

Criminal Record Check (CRC): A search of the Canadian Police Information Centre (CPIC) system for adult convictions. Also searched is: local police information, pending charges pursuant to federal legislation, outstanding judicial orders and

Vulnerable Sector Check (VSC): A detailed check that includes the above plus also checks for convictions where pardons were granted for sexual offences.

Child Abuse Registry Check (CARC): The registry contains names of persons who have been found to have abused a child.

Participants – Refers to all categories of individual members and/or registrants defined in the By- laws of the VWP who are subject to the policies of the VWP and MWPA, as well as all people employed by, contracted by, or engaged in activities with the VWP including, but not limited to, contractors, athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers.

Vulnerable Participants: A person under the age of 18 years old and/or a person who because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at greater risk than the general population of being harmed by people in positions of trust or authority.

Application of this Policy

This Policy applies to all Participants whose position with the VWP is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Participants.

Not all individuals associated with the VWP will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to the VWP or to its participants. The VWP will determine which individuals will be subject to screening using the following guidelines (the VWP may vary the guidelines at its discretion).

Level 1 – Low Risk - Participants 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.

Examples:

- Parents
- Youth
- volunteers who are assisting on a non-regular or informal basis
- scorekeeping officials
- referees

Level 2 – Medium Risk – Participants 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.

Examples:

- Non-coach managers
- Directors
- Volunteers who help out on a regular basis

Level 3 – High Risk – Participants involved in high-risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with finances, and who have frequent or unsupervised access to Vulnerable Participants.

Examples:

- Coaches
- Chaperones

Screening Committee

The Board of Directors of the VWP will establish a Screening Committee of up to three persons who are responsible to implement this policy and carry out its duties in accordance with the terms of this policy.

The Screening Committee will review all documents submitted and make decisions regarding the appropriateness of the applicants. 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.

The Screening Committee may request that the applicant attend for an interview if they believe that an interview is appropriate and necessary to screen the application.

The Screening Committee may request further information from the applicant, subject to the applicant's right to insist that the Screening Committee decide based on the information before it.

The Screening Committee may draw an adverse interest from an applicant's failure to provide information or answer queries.

The Screening Committee may determine that the applicant does not pose a threat to the VWP or to another individual. In this case, the Screening Committee shall approve the application, subject to the Committee's right to impose conditions.

If an application is denied, a copy of the decision shall be provided to the applicant and to the Board of Directors.

At any time, the Screening Committee may re-open a previously approved applicant's file for additional screening if it is advised of new information that, in the discretion of the VWP, could affect the assessment of the individual's suitability for participation in the programs or activities of the VWP, or the individual's interactions with other individuals involved with the VWP.

If the VWP learns that an applicant has provided false, inaccurate, or misleading information, the applicant will immediately be removed from their position and may be subject to further discipline in accordance with the VWP Discipline Policy.

Opportunity to re-apply

An individual who has been denied or revoked may re-apply after two (2) years from the date of the rejected application.

Screening Requirements

All Level 1 individuals will:

1. Complete a screening questionnaire;
2. Participate in training, orientation, and monitoring as determined by the VWP (and any additional requirements by the MWPA or Water Polo Canada).

All Level 2 individuals will:

1. Complete a screening questionnaire;
2. Complete and provide a CRC with VSC every two years;
3. In the alternating year, a written declaration that the individual has not been charged or convicted of an offence since their last screen is required;
4. Participate in training, orientation, and monitoring as determined by the VWP (and any additional requirements by the MWPA or Water Polo Canada).

All Level 3 individuals will:

1. Complete a screening questionnaire;
2. Provide a CRC with VSC every two years;
3. In the alternating year, a written declaration that the individual has not been charged or convicted of an offence since their last screen is required.
4. Provide a CARC every year;
5. Participate in training, orientation, and monitoring as determined by the VWP (and any additional requirements by the MWPA or Water Polo Canada)
6. Reference letters may be required.

Change in Circumstances

If an applicant has any change in circumstance that would alter their original declaration or screen, such as being charged, convicted, or found guilty of an offence, the individual must report the circumstance immediately to the VWP. Failure to do so could result in suspension or termination.

Providing False Information

If the VWP learns that an applicant 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 the VWP Code of Conduct.

Failure to Provide Information

An adverse inference will be drawn for any applicant who refuses or fails to provide the necessary screening documents.

An applicant who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.

Individuals under 18 years, who would otherwise fall under Level 2 or 3

Individuals who are under the age of 18 but in a position of trust or authority may be required to provide up to two letters of reference. If the VWP or MWPA has reason to suspect that the young person has an adult conviction, then the VWP may ask that the young person obtain a VSC or CRC. In these circumstances, it must be clearly communicated that the VWP is not seeking the young person's youth record.

Procedure

Screening documents must be submitted to the VWP, attention: VWP Technical Director.

If a CRC reveals previous criminal activity, the applicant may appeal to the Screening Committee for a determination of whether they will be allowed to participate and in what capacity. Considerations will include relevance of the record to the position, efforts at rehabilitation, and when the infraction took place.

The Screening Committee may determine that incidents revealed on an applicant's screening documents may allow the applicant 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. The MWPA will be engaged in these situations to ensure compliance with MWPA policies.

Presumptive Permanent Ineligibility

The following offences carry a presumptive sanction of permanent ineligibility:

1. Any offense involving trafficking of controlled substances.
2. Any offense involving a minor.

3. Any offence of assault, physical or psychological violence.
4. Any offence involving the possession, distribution, or sale of any child-related pornography.
5. Any sexual offence.

If a VSC or CARC reveals an incident, the person will not be allowed to participate in any position. This is not appealable.

Yearly Reporting to MWPA

For VWP to renew their club membership each year, VWP must provide proof two weeks before the start of the season that all coaches are registered in RAMP and that those who are 18 years and older have completed Level 3 screening.

VWP will not be permitted to start the season without this information being provided to the MWPA.

A new coach who joins after the start of the season must be screened (and confirmed with MWPA) before starting.

Volunteers and Chaperones Travelling with VWP Teams

VWP must submit to the MWPA proof of Level 3 screening for individuals or chaperones travelling with the team for the purposes of supervision one month before departure.

Record Keeping

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.