

# Peace River Winter Swim Club

## “Screening Policy”

### **Purpose:**

The Peace River Winter Swim Club understands that screening personnel and volunteers is a vital part of providing a safe sporting environment for athletes. Like many sport organizations, Peace River Winter Swim Club requires its personnel who interact with vulnerable/ minor athletes to be vetted through obtaining and submitting a Vulnerable Sector/Police Information Check.

### **Definitions:**

The following terms are defined as follows:

- a) Vulnerable Sector/Police Information Check (“VSPIC”) - a search of the RCMP records database to determine if the individual has a criminal record and/or has committed crimes against or involving a minor
- b) Personnel - includes a member and/or volunteer who has a position of trust or authority which may relate to finances or to young people or people with a disability. Personnel include, but are not limited to coaches, chaperones, board members, marshals for swim meets.

### **Application of this Policy:**

- Peace River Winter Swim Club Board shall identify Designated Categories of Personnel who based on their role require a VSPIC.
- VSPICs are required for the following Designated Categories:
  - a) Coaches & other employees
  - b) Chaperones
  - c) Board of Directors
  - d) Prize table volunteers
  - e) Swim Meet Marshals

### **Policy:**

- Personnel in Designated Position will be screened using PIC-VSV and the Screening Disclosure Form. There will be no exceptions.
- Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual.
- The board of directors will not knowingly place in a Designated Position an individual who has a conviction for a ‘relevant offence ‘as defined in this policy.
- Where the board of directors is of the opinion that, notwithstanding a conviction for a relevant offense, a person can occupy a position in a designated category without adversely affecting the safety of the Peace River Winter Swim Club, an athlete or member of the Club through the imposition of such terms and conditions as are deemed appropriate, the board of directors may approve a person’s participation in a designated category.
- If a person in a designated category is charged with or subsequently receives a condition for, or is found guilty of, irrelevant offense, they will report this circumstance immediately to the board of directors.

- If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their designated position and maybe subjected to further discipline in accordance with Peace River Winter Swim Club Discipline and Complaints Policy.

### **Responsibility for Screening**

- The implementation of this policy is the responsibility of the Board of Directors. Quorum for the board when dealing with screening issues will be three members.
- The board of directors is responsible for receiving and reviewing all PIC-VSV and the screening disclosure forms and based on such reviews, making decisions regarding the appropriateness of individuals filling positions within the Peace River Winter Swim Club. In carrying out their duties, the board of directors may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialist or any other person.

### **How to Obtain a Police Information Check with Vulnerable Sector Verification (PIC- VSV)**

- Personnel may obtain a PIC–VSV by visiting the local RCMP detachment and providing the appropriate identification documents as well as completing the required paperwork. Fees may also be required. Reimbursement of any fees will be dealt with on a case by case basis by the board.
- Finger printing may be required.
- Usually within 30 days, the RCMP will issue the individual of document identifying one of the following:
  - a) Negative (a criminal record does not exist)
  - b) Records Match (a criminal record exists)
  - c) Incomplete (there was a match with the gender and birth date - a fingerprint is required)

### **Procedure**

- The PIC–VSV fees and the screening disclosure form will be submitted to the board of directors, by placing it in a marked envelope marked confidential.
- Individuals who do not submit a PIC–VSV and the screening disclosure form will receive a notice to this effect and will be informed that their application and or position will not proceed until such time as the PIC–VSV and the screening disclosure form is received.
- The Board will receive and review all flagged PIC–VSV's and screening disclosure forms and will determine whether the individuals PRC–VSV's and the screening disclosure form reveal a relevant offense.
- Subsequent to its review of the PIC–VSV's and the screening disclosure form, the board, by majority vote, will:
  - a) Approve an individual's participation in a designated category; or
  - b) Deny 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 board deems appropriate.
- If an individual's PIC–VSV and the screening disclosure form does not reveal a relevant offense; then the individual will be advised of acceptance into the requested position. After providing notice, the Board will return or destroy the original PIC–VSV's.
- If an individual's PIC–VSV and the screening disclosure form reveals a relevant offense; the Board will render its decision and provide notice of its decision in writing to the applicant. After providing notice, the Board will return or destroy the original PIC-VSV's.
- The decisions of the Board are final and binding and will be effective upon notice being sent to the individual by email to his/her last known email address on record with the Club.

- PIC–VSV’s are valid for a period of three years and the screening disclosure form must be completed on an annual basis. Notwithstanding this, the board may request that an individual in a designated position provide a PIC–VSV or the screening disclosure form to the Board for review and consideration. Such request will be in writing and will provide the reasons for such a request.

### **Relevant Offenses**

- For the purposes of this policy, guidelines and examples of a relevant offense is any of the following:
  - 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 violation 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. A crime and 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 involving the possession, distribution, or sale of any child related pornography.
    - ii. Any sexual offense involving a minor or minors.
    - iii. Any offense involving theft or fraud.

### **Records**

- The Board will retain no copies of PIC–VSV’s and screening disclosure forms, but may retain written records of communication with individuals whose PIC–VSV’s or the screening disclosure form indicates a relevant offense, as well as copies of its decisions and written reasons for decisions. All records will be maintained in a confidential matter and will not be disclosed to others except as required by law, or for use in legal or quasi-legal proceedings or disciplinary proceedings.