



Policy Name: Screening Policy

Date Approved: February 1, 2025

Next Review Date: February 1, 2027

SCREENING POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) “*Criminal Record Check (CRC)*” – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
 - b) “*Local Police Information (LPI)*” – additional conviction and selected non-conviction information in national and local police data sources which may be relevant to the position sought
 - c) “*Enhanced Police Information Check (E-PIC)*” – a Criminal Record Check plus a search of local police information, available from SterlingBackcheck.
 - d) “*Vulnerable Sector Check (VSC)*” – a detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, local police information, and the Pardoned Sex Offender database
 - e) “*Vulnerable Individuals*” – 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 a greater risk than the general population of being harmed by people in positions of trust or authority

Preamble

2. The Dixie Curling Club Limited understands that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the community.

Application of this Policy

3. This Policy applies to all individuals whose position with The Dixie Curling Club Limited is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals.
4. Not all individuals associated with The Dixie Curling Club Limited will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to The Dixie Curling Club Limited or to its participants. The Dixie Curling Club Limited will determine which individuals will be subject to screening using the following guidelines (The Dixie Curling Club Limited may vary the guidelines at its discretion):

| Role | VSC upon initial engagement | EPIC upon initial engagement | EPIC every three years | Annual Safe Sport Training | Screening Disclosure Form, if CRC |
|-------------|------------------------------------|-------------------------------------|-------------------------------|-----------------------------------|--|
|-------------|------------------------------------|-------------------------------------|-------------------------------|-----------------------------------|--|

| | | | | | Status Changes |
|---|---|-----|-----|-----|-----------------------|
| Directors (Board of Directors) | | Yes | Yes | Yes | Yes |
| Executive Director | Yes | Yes | Yes | Yes | Yes |
| Education Managers | Yes | Yes | Yes | Yes | Yes |
| Administrative Staff | | Yes | | Yes | Yes |
| Event Coordinators | | Yes | Yes | Yes | Yes |
| Officials | | Yes | Yes | Yes | Yes |
| Ice Technician Trainers | | Yes | Yes | Yes | Yes |
| Coach Developers | | Yes | Yes | Yes | Yes |
| Next Gen/HP Coaches | | Yes | Yes | Yes | Yes |
| Councillor of Youth Curling Camp (overnight stays) | Yes | Yes | Yes | Yes | Yes |
| Coaches at Training Camps | | Yes | Yes | Yes | Yes |
| Integrated Support Personnel | | Yes | Yes | Yes | Yes |
| Team Coaches of teams competing in competitions hosted by The Dixie Curling Club Limited | | Yes | Yes | Yes | Yes |
| Contractors | As determined by the Executive Director per the level of risk for the Contractor's Role | | | | |

- a) If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to The Dixie Curling Club Limited using a Screening Disclosure Form.
- b) If The Dixie Curling Club Limited 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 The Dixie Curling Club Limited's *Discipline and Complaints Policy*.

Screening Committee

5. The implementation of this policy is the responsibility of The Dixie Curling Club Limited's Screening Committee which is a committee of either one (1) or three (3) members appointed by The Dixie Curling Club Limited's Manager - Programs and Operations. The Dixie Curling Club Limited will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately screen documents and render decisions under this Policy.
6. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.

7. The Screening Committee is responsible for reviewing all documents submitted and, based on the review, making decisions regarding the appropriateness of individuals filling positions within The Dixie Curling Club Limited. 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.

Young People

8. The Dixie Curling Club Limited defines a young person as someone who is younger than 18 years old. When screening young people, The Dixie Curling Club Limited 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.
9. Notwithstanding the above, The Dixie Curling Club Limited may ask a young person to obtain a VSC or E-PIC if The Dixie Curling Club Limited suspects the young person has an adult conviction and therefore has a *criminal record*. In these circumstances, The Dixie Curling Club Limited will be clear in its request that it is not asking for the young person's *youth record*. The Dixie Curling Club Limited understands that it may not request to see a young person's youth record.

Renewal

10. 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

11. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at The Dixie Curling Club Limited's discretion.
12. Orientation may include, but is not limited to: introductory presentations, facility tours, 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.
13. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
14. 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.
15. Monitoring may include but is not limited to: written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

How to Obtain an E-PIC or VSC

16. The Dixie Curling Club Limited) have joined the Coaching Association of Canada's Responsible Coaching Movement and therefore has access to the E-PIC at a discounted rate (\$25.00). Individuals can obtain an E-PIC via https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_ace/ .
17. In Ontario, The Dixie Curling Club Limited understands that the *Police Record Checks Reform Act, 2015* requires the individual to consent in writing before requesting a criminal record check (such as an E-PIC). The Act also requires the individual to consent in writing for any disclosure of the results to the requesting organization.
18. Individuals may only obtain a VSC by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required.
19. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
20. The Dixie Curling Club Limited understands that it may be required to assist an individual with obtaining a VSC. The Dixie Curling Club Limited may need to submit a Request for VSC (**Appendix D**) or complete other documentation describing the nature of the organization and the individual's role with vulnerable individuals.

Procedure

21. Screening documents must be submitted to the following individual:

**Executive Director
List email contact**

22. An individual 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.
23. The Dixie Curling Club Limited understands that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, The Dixie Curling Club Limited may permit the individual to participate in the role during the delay. The Dixie Curling Club Limited may withdraw this permission at any time and for any reason.
24. The Dixie Curling Club Limited 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.
25. Following the review of the screening documents, the Screening Committee will decide:
 - 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.
26. 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.
27. 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, including but not limited to impaired driving
 - ii. Any offense 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. Any crime of 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. An individual's conviction for any of the following *Criminal Code* offenses:
 - a. Any offense of physical or psychological violence
 - b. Any crime of violence including but not limited to, all forms of assault
 - c. Any offense involving trafficking of illegal drugs
 - d. Any offense involving the possession, distribution, or sale of any child-related pornography
 - e. Any sexual offense
 - f. Any offense involving theft or fraud

Conditions and Monitoring

28. 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

29. 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.
30. The records kept by The Dixie Curling Club Limited 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 The Dixie Curling Club Limited or by another sport organization

Appendix A – Screening Disclosure Form

NAME:

First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____

Month/Day/Year

GENDER IDENTITY:

CLUB (if applicable): _____

EMAIL: _____

Note: Failure to disclose truthful information below may be considered an intentional omission and the loss of volunteer 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

By completing and submitting this Screening Disclosure Form, I consent and authorize The Dixie Curling Club Limited 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 The Dixie Curling Club Limited'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. The Dixie Curling Club Limited 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 The Dixie Curling Club Limited 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 volunteer responsibilities or other privileges and/or disciplinary action.

NAME (print): _____

DATE: _____

SIGNATURE: _____

Appendix B – Request for Vulnerable Sector Check

Note: The Dixie Curling Club Limited will be required to modify this letter to adhere to any requirements from the VSC provider

INTRODUCTION

The Dixie Curling Club Limited 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 Dixie Curling Club Limited

The Dixie Curling Club Limited is a not-for-profit provincial organization for the sport of curling located in Pickering, Ontario.

[Insert additional description]

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.

[Insert additional information re: type and number of vulnerable individuals, frequency of access, etc.]

CONTACT INFORMATION

If more information is required from The Dixie Curling Club Limited, please contact the Screening Committee Chair:

Executive Director, List email here

Signed: _____ Date: _____