

SCREENING POLICY

Preamble

1. The Ontario Speed Skating Association (OSSA) 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. The purpose of screening is to identify Individuals involved with Ontario Speed Skating Association activities who may pose a risk to OSSA and its participants so that appropriate protective measures may be put in place.

Definitions

2. 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 Sterling Backcheck
 - 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) *“Individuals”* – Refers to all categories of individual members with the Ontario Speed Skating Association as well as all people employed by, contracted by or engaged in activities with the Ontario Speed skating Association including, but not limited to, employees, contractors, athletes, coaches, officials, volunteers, committee members, parents or guardians, spectators and Directors and Officers.
 - f) *“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.

Application of this Policy

3. This Policy applies to all individuals whose position with Ontario Speed Skating Association 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 Ontario Speed Skating Association will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to Ontario Speed Skating Association or to its participants. The Ontario Speed Skating Association will determine which individuals will be subject to screening using the following guidelines (The Ontario Speed Skating Association may vary the guidelines at its discretion):

Level 1 – Low Risk - Individuals 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 Individuals. Examples:

- a) Parents, youth, or volunteers who are helping out on a non-regular or informal basis
- b) Event volunteers

Level 2 – Medium Risk – Individuals 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 Individuals. Examples:

- a) Athlete support personnel
- b) Non-coach employees or managers
- c) Directors
- d) Coaches who are typically under the supervision of another coach
- e) Officials

Level 3 – High Risk – Individuals 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 Individuals. Examples:

- a) Coaches who travel with athletes
- b) Coaches who could be alone with athletes
- c) Executive Director and Directors

Policy

5. It is the Ontario Speed Skating Association’s policy that all Individuals identified within the scope of this Policy will be screened based on the level of risk associated with their role.
6. When a person declares a conviction as part of the Screening Disclosure Form, a CRC or VSC reveals an offense and/or concerns are identified as part of the screening process, the applicant must be directed to OSSA’s Screening Committee.
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 Ontario Speed Skating Association. 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.
8. Failure to participate in the screening process as outlined in this policy will result in the Individual’s ineligibility to occupy the position.
9. If at any time an individual subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Ontario Speed Skating Association.
10. If an individual provides falsified or misleading information, the individual’s eligibility to occupy the role will immediately be suspended and may be subject to further discipline in accordance with OSSA’s Discipline, and Complaints and Appeal Policy.
11. Decisions of the screening committee may be appealed in accordance with OSSA’s Appeal Policy.

Screening Requirements

12. Screening requirements are outlined in the Screening Requirements Matrix (**Appendix A**)
13. It is Ontario Speed Skating Association’s policy that when an individual is first engaged by the Ontario Speed Skating Association:
 - a) Level 1 individuals will:
 - i. Complete an Application Form (**Appendix B**)
 - ii. Complete a Screening Disclosure Form (**Appendix C**)
 - iii. Participate in training, orientation, and monitoring as determined by Ontario Speed Skating Association’s Screening Requirements Matrix (**Appendix A**)

- b) Level 2 individuals will:
 - i. Complete an Application Form (**Appendix B**)
 - ii. Complete a Screening Disclosure Form (**Appendix C**)
 - iii. Complete and provide an E-PIC
 - iv. Provide one letter of reference related to the position
 - v. Participate in training, orientation, and monitoring as determined by Ontario Speed Skating Association's Screening Requirements Matrix (**Appendix A**)
 - vi. Provide a driver's abstract, if requested

- c) Level 3 individuals will:
 - i. Complete an Application Form (**Appendix B**)
 - ii. Complete a Screening Disclosure Form (**Appendix C**)
 - iii. Complete and provide an E-PIC and a VSC
 - iv. Provide one letter of reference related to the position
 - v. Participate in training, orientation, and monitoring as determined by Ontario Speed Skating Association's Screening Requirements Matrix (**Appendix A**)
 - vi. Provide a driver's abstract, if requested

- d) If, following the screening process, an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to Ontario Speed Skating Association. Additionally, the individual will inform Ontario Speed Skating Association of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.

- e) If Ontario Speed Skating Association 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 Ontario Speed Skating Association's *Discipline and Complaints Policy*.

Young People

14. Ontario Speed Skating Association defines a young person as someone who is younger than 18 years old.

When screening young people, Ontario Speed Skating Association 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.

15. Notwithstanding the above, Ontario Speed Skating Association may ask a young person to obtain a VSC or E-PIC if Ontario Speed Skating Association suspects the young person has an adult conviction and therefore has a *criminal record*. In these circumstances, Ontario Speed Skating Association will be clear in its request that it is not asking for the young person's *youth record*. Ontario Speed Skating Association understands that it may not request to see a young person's youth record.

Renewal

16. Unless the Ontario Speed Skating Association determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit an E-PIC, Screening Disclosure Form, VSC, or Screening Renewal Form, are required to submit the documents as follows:

- a) An E-PIC every three years
- b) A Screening Disclosure Form every three years (**Appendix C**)
- c) A Screening Renewal Form (**Appendix D**) every year

d) A Vulnerable Sector Check once

17. Ontario Speed Skating, the Screening officer or 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

18. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at Ontario Speed Skating Association's discretion.

19. 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.

20. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.

21. 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.

22. 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

23. The individual may obtain an E-PIC by providing the Ontario Speed Skating Association with their legal name and email address. The Ontario Speed Skating Association will send individuals seeking a position with the Ontario Speed Skating Association an invitation for screening through Sterling BackCheck.

24. OSSA understands that the police Records Reform Act, 2015 requires the individual to consent in writing before requesting a CRC (such as an E-PIC). The Act also requires the individual to consent in writing for any disclosure of the results of the requesting organization.

25. 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.

26. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.

27. Ontario Speed Skating Association understands that it may be required to assist an individual with obtaining a VSC. Ontario Speed Skating Association may need to submit a Request for VSC (**Appendix E**) or complete other documentation describing the nature of the organization and the individual's role with vulnerable individuals.

Procedure

28. Screening documents must be submitted to OSSA's Screening Officer:

Mary Frances Carter executivedirector@ontariospeedskating.ca

Questions with regards to submission of screening documents and options for alternative submission should be directed to OSSA's Screening Officer.

29. 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.
30. Ontario Speed Skating Association understands that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, Ontario Speed Skating Association may permit the individual to participate in the role during the delay. Ontario Speed Skating Association may withdraw this permission at any time and for any reason.
31. Ontario Speed Skating Association 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'.
32. An initial review of screening applications will be completed by the OSSA Screening Officer. The OSSA Screening Officer will make one of the following determinations:
 - a) The OSSA Screening Officer will confirm that the applicant passed screening if all screening documents have been submitted and are clear.
 - b) If the screening documentation reveals an offence, the OSSA Screening Officer will convene an OSSA Screening Committee (comprised of 1-3 committee members) and/or seek legal counsel to review the application in more detail.
33. 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.
34. 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.
35. The Screening Committee will use the following as a guide to determine if 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 of assault, physical or psychological violence;
 - iii. Any offense involving trafficking and/or possession of illegal drugs;
 - iv. Any offense involving conduct against public morals; or,
 - v. Any offense involving theft or fraud.
 - b) If imposed at any time:
 - i. Any offense involving a Minor or Minors or Vulnerable Person(s);
 - ii. Any offense involving the possession, distribution, or sale of any child-related pornography; or,
 - iii. Any sexual offense
 - iv. Any disciplinary and/or sanction by a sport governing body or by an independent body (i.e., private tribunal, government agency, etc.) where sanctions remain in effect
36. 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.

Conditions and Monitoring

37. 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 shall have the sole and unfettered discretion to apply and remove conditions, determine the length of time for the imposition of conditions, and determine how adherence to conditions may be monitored.

Records

38. 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.

39. The records kept by Ontario Speed Skating Association 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 Ontario Speed Skating Association or by another sport organization

Appendix A: Screening Training and Requirements Matrix

Risk Level	Role Examples (Note Young People Exception Below)	Training Recommended/Required	Screening Requirements
Level 1 Low Risk	Parents, young people or volunteers acting in nonregular or informal basis	Recommended: CAC Safe Sport Training or Respect in Sport for Activity Leaders	<ul style="list-style-type: none"> • Complete a Screening Application Form (Appendix B) • Complete a Screening Disclosure Form (Appendix C) • Participate in training, orientation, and monitoring as determined by the Organization
Level 2 Medium Risk	<ul style="list-style-type: none"> a. Athlete support personnel b. Non-coach employees or managers c. Directors d. Coaches who are typically under supervision of another coach. e. Officials 	Recommended based on role: Commit to Kids Required: CAC Safe Sport Training or Respect in Sport for Activity Leaders AND NCCP Make Ethical Decisions (MED) evaluation	<ul style="list-style-type: none"> • Complete a Screening Application Form (Appendix B) • Complete a Screening Disclosure Form (Appendix C) • Participate in training, orientation, and monitoring as determined by the Organization • Complete and provide an E-PIC • Provide one letter of reference related to the position • Provide a driver's abstract, if requested
Level 3 High Risk	<ul style="list-style-type: none"> a. Coaches who travel with Athletes b. Coaches who could be alone with Athletes 	Recommended based on role: Commit to Kids Required: CAC Safe Sport Training or Respect in Sport for Activity Leaders AND NCCP Make Ethical Decisions (MED) evaluation	<ul style="list-style-type: none"> • Complete a Screening Application Form (Appendix B) • Complete a Screening Disclosure Form (Appendix C) • Participate in training, orientation, and monitoring as determined by the Organization • Complete and provide an E-PIC • Provide one letter of reference related to the position • Provide a driver's abstract, if requested • Provide a VSC

Young People

For the purposes of this Policy, the Ontario Speed Skating Association defines a young person as someone who is younger than 18 years old.

When screening young people, the Ontario Speed Skating Association will:

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- b) In lieu of obtaining a VSC or E-PIC, require the young person to submit up to two (2) additional letters of reference

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 Ontario Speed Skating Association 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 Ontario Speed Skating Association’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. Ontario Speed Skating Association 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 Ontario Speed Skating Association 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 E: Request for Vulnerable Sector Check

Note: The Ontario Speed Skating Association will be required to modify this letter to adhere to any requirements from the VSC provider.

INTRODUCTION

Ontario Speed Skating Association is requesting a Vulnerable Sector Check for _____ [insert individual's full legal name] who identifies as a _____ [insert gender identity] and who was born on _____ [insert birthdate].

DESCRIPTION OF ORGANIZATION

Ontario Speed Skating Association is the not-for-profit provincial governing organization for the sport of speed skating in 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 Ontario Speed Skating Association, please contact the Screening Committee Chair:

[Insert information for Screening Committee Chair]

Signed: _____ Date: _____