



SCREENING POLICY

The KW Sertoma Speed Skating Club (in this policy known as *the Club*) understands that screening coaches and volunteers is a vital part of providing a safe sporting environment. The Club is responsible, by law, to do everything reasonable to provide a safe and secure environment for members in its programs, activities and events. The purpose of screening is to identify individuals involved with the Club who may pose a risk to the Club and its members.

In this policy:

PRC – means *'Police Record Check'*, a search of the RCMP criminal records database to determine whether the individual has a criminal record.

VS – means *'Vulnerable Sector Check'*, a secondary part of the PRC, for individuals who are volunteering in a vulnerable sector (such as with minor athletes or with persons with a disability), which also searches for the existence of any pardoned sex offenses and/or charges.

Screening Requirements

This Screening Policy applies to all individuals whose position with the Club is one of trust or authority which may relate to, at a minimum, finances, supervision, young people or people with a disability.

Not all individuals associated with the Club will be required to undergo screening through a PRC-VS because not all positions pose a risk of harm to the Club or to its members. The Club will determine which individuals will be subject to screening using the following guidelines.

Low Risk

Individuals involved in low risk assignments who are not in a supervisory role, not directing others, not involved with financial/cash management, and/or do not have access to minors or people with a disability. Examples:

- a) Parents, youth, or volunteers who help out on a non-formal basis

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 financial/cash management, and who have access to minors or people with a disability. Examples:

- a) Coaches who are:
 - i. Full time coaches with a private club that is affiliated with the Club
 - ii. Travelling with athletes
 - iii. Alone with athletes
 - iv. Assistant or Volunteer coaches of a club over 16 years of age

It is the Club's policy that:

- a) Low Risk individuals will:
 - i. Complete the Club registration form indicating that the individual has read and understands the Club's membership requirements as per normal club practice.
 - ii. **Will not** be required to complete any club screening requirements.

- b) High Risk individuals will:
 - i. Complete and provide a PRC-VS
 - ii. Complete the Club registration form indicating that the individual has read and understands the Club's membership requirements

Additional Requirements for all Club Members, Coaches, Volunteers and Skaters

High Risk volunteers will provide the PRC-VS to the President for review by the Board of Directors. The Board will determine next steps for any volunteer who is denied a volunteer role with the Club. All PRCVS forms will be kept with the volunteer's registration form for a maximum of 3 years.

Regardless of the risk category above, the Club will not approve a position when an individual:

- a) fails to participate in the screening process outlined in this policy
- b) subsequently receives a conviction for, or is found guilty of, an offense **that is not reported immediately to the Club**
- c) provides falsified or misleading information. The individual may also be subject to further discipline in accordance with the Club Code of Conduct.

This policy was approved by the KWSSSC Board of Directors on January 9, 2018.