

Screening Policy for Coaches

“Organization” refers to: Saskatchewan Cycling Association

Definitions

1. The following terms have these meanings in this Policy:
 - a) “*Driver’s Abstract*” – A record of impaired charges, status of license, convictions, suspensions, and prohibitions
 - b) “*Enhanced Police Information Check (E-PIC)*” – A search of local police and the RCMP criminal records databases to determine whether the individual has a criminal record
 - c) “*Vulnerable Sector Verification (VSV)*” – For individuals who are coaching 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

Purpose

2. The Organization understands that screening coaches is a vital part of providing a safe sporting environment. The Organization is responsible, by law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities, and events. The purpose of screening is to identify individuals involved with the Organization’s activities who may pose a risk to the Organization and its participants.

Application of this Policy

3. The Organization will determine which individuals will be subject to screening using the following guidelines (variations from the guidelines are at the sole discretion of the Organization):

Category 1 – Low Risk – Coaches involved in low risk coaching assignments who are not in a supervisory role, not directing others, and/or do not have access to minors or people with a disability. Examples:

- a) Parents, youth, or volunteers who are assisting on a non-regular informal basis
- b) Older athletes hosting or participating in training sessions or workshops

Category 2 – Medium Risk – Coaches involved in medium risk assignments who may be in a supervisory role, may direct others, and/or who may have limited access to minors or people with a disability. Examples:

- a) Assistant coaches or volunteer head coaches of a club
- b) Coaches who are typically under the supervision of another coach

Category 3 – High Risk – Coaches involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, and who have access to minors or people with a disability.

Examples:

- a) Full time coaches
- b) Coaches who travel with athletes
- c) Coaches who could be alone with athletes

Policy

4. It is the Organization’s policy that:
 - a) Category 1 coaches will:
 - i. Complete a Screening Disclosure Form
 - ii. Provide one letter of reference related to the position
 - iii. Participate in orientation as determined by the Organization

- b) Category 2 coaches will:
 - i. Complete and provide an E-PIC¹ upon being retained by the Organization for the first time
 - ii. Complete a Screening Disclosure Form
 - iii. Complete an Application Form indicating that the individual has read and understands the Organization's policies and procedures
 - iv. Provide one letter of reference related to the position
 - v. Participate in orientation as determined by the Organization
 - vi. Provide a Driver's Abstract, if requested

- c) Category 3 coaches will:
 - i. Complete and provide a E-PIC upon being retained by the Organization for the first time and annually
 - ii. Complete a Screening Disclosure Form
 - iii. Complete an Application Form indicating that the individual has read and understands the Organization's policies and procedures
 - iv. Provide two letters of reference related to the position sought
 - v. Participate in orientation as determined by the Organization
 - vi. Provide a Vulnerable Sectors Verification (VSV), if requested
 - vii. Provide a Driver's Abstract, if requested

- d) Failure to participate in the screening process as outlined in this policy will result in the individual's ineligibility for the position sought.

- e) When the Screening Committee is of the opinion that, notwithstanding a conviction, a person can coach within the Organization without adversely affecting the safety of the Organization, any individual, athlete or member of the Organization through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve that coach's participation.

- f) If a coach subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Organization.

- g) If a coach provides falsified or misleading information, the coach will immediately be removed from their position and may be subject to further discipline in accordance with the Organization's policies

Screening Committee

5. The implementation of this policy is the responsibility of the Organization's Screening Committee which is a committee of three (3) to five (5) individuals appointed by the Organization. The Organization will ensure that the individuals appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess E-PICs, VSVs, and Screening Disclosure Forms and render decisions under this Policy. Quorum for the Screening Committee is three committee members.

6. The Organization may remove any member of the Screening Committee. When a position on the Screening Committee becomes vacant, either because a member has been removed or because a member has resigned, the Organization will appoint a replacement member.

7. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of

¹ Enhanced Police Information Check

the Board.

8. The Screening Committee is responsible for reviewing all E-PICs, VSVs, and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of coaches filling positions within the Organization. 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.

Procedure

9. E-PICs may be obtained via local police/RCMP detachment
10. VSVs may be obtained by local police/RCMP detachment
11. The Screening requirements defined in this policy will be submitted to the Organization in an envelope marked "Confidential" at the following address:

Executive Director
2205 Victoria Ave
Regina, SK
S4P 0S4

12. If required, the Organization will provide a letter confirming the potential position within the Organization.
13. The Screening Committee will review all submitted documents and determine if the coach has committed a relevant offense.
14. Subsequent to its' review, the Screening Committee, by majority vote, will:
 - a) Approve the coach's participation; or
 - b) Deny the coach's participation; or
 - c) Approve a coach's participation subject to terms and conditions as the Screening Committee deems appropriate
15. If a coach's documents do not reveal a relevant offense, the Screening Committee will advise that the coach is eligible. If an individual's documents reveal a relevant offense, the Screening Committee will render its decision and provide notice of its decision.
16. E-PICs and VSVs are valid for a period of 1 year and Screening Disclosure Forms must be completed on an annual basis. However, the Screening Committee may request that an individual provide an E-PIC, VSV, or a Screening Disclosure Form for review and consideration at any time. Such request will be in writing and reasons will be provided for such a request.
17. Documents should not be stored in paper or electronic format; they should be destroyed or returned to the originator immediately upon processing. A note should be placed on the coach's file indicating date of receipt and whether the coach has been cleared based on the information provided on the Criminal Record Check.

Relevant Offenses

18. Provided a pardon has not been granted, the following examples are considered to be relevant offenses:
 - 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 offense for trafficking and/or possession of illegal 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. Any offense involving the possession, distribution, or sale of any child-related pornography
 - ii. Any sexual offense
 - iii. Any offense involving theft or fraud

Records

19. 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.

Criminal Convictions

20. A coach's conviction for any of the following *Criminal Code* offenses may result in expulsion from the Organization and/or removal from designated positions, competitions, programs, activities and events upon the sole discretion of the Organization:

- 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