



Screening Policy

Date Approved	Date of Last Review	Date of Last Revision
August 20, 2020	August 20, 2020	February 2024

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) *“Judicial Matters Check (JMC)”* – Includes a CRC plus warrants, charges judicial orders etc. and 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 Judicial Matters Check, available from SterlingBackcheck;
- d) *“Vulnerable Sector Check (VSC)”* – a detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, JMC, 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. Racquetball Ontario 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 Racquetball Ontario is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals.
- 4. Not all individuals associated with Racquetball Ontario will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to Racquetball Ontario or to its participants. Racquetball Ontario will determine which individuals will be subject to screening using the following guidelines (Racquetball Ontario 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;

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.

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

Screening Requirements

5. It is Racquetball Ontario's policy that when an individual is first engaged by Racquetball Ontario:

- a) Level 1 individuals will:
 - i. Complete a Volunteer Screening Disclosure Form (**Appendix A**); and
 - ii. Participate in training, orientation, and monitoring as determined by Racquetball Ontario.
- b) Level 2 individuals will:
 - i. Complete a Volunteer Screening Disclosure Form (**Appendix A**);
 - ii. Complete and provide a JMC;
 - iii. Provide one letter of reference related to the position;
 - iv. Participate in training, orientation, and monitoring as determined by Racquetball Ontario;
 - v. Provide a driver's abstract, if requested.

- c) Level 3 individuals will:
 - i. Complete a Volunteer Screening Disclosure Form
 - ii. Complete and provide a VSC;
 - iii. Provide one letter of reference related to the position;
 - iv. Participate in training, orientation, and monitoring as determined by Racquetball Ontario;
 - v. Provide a driver's abstract, if requested.
- d) If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to Racquetball Ontario. Additionally, the individual will inform Racquetball Ontario of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
- e) If Racquetball Ontario 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 Racquetball Ontario's *Discipline and Complaints Policy*.

Young People

- 6. Racquetball Ontario defines a young person as someone who is younger than 18 years old. When screening young people, Racquetball Ontario will:
 - a) Not require the young person to obtain a VSC; and
 - b) In lieu of obtaining a VSC, require the young person to submit up to two (2) additional letters of reference.
- 7. Notwithstanding the above, Racquetball Ontario may ask a young person to obtain a VSC at its discretion.

Renewal

- 8. If there has been any changes to an applicant's screening information then a new application must be submitted and the renewal procedure is not available. Unless the Screening Officer determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit a Screening Disclosure Form, JMC, VSC, or Screening Renewal Form, are required to submit the documents as follows:
 - a) A JMC where required, every six years;
 - b) A VSC where required, every three years;
 - c) A Screening Renewal Form (**Appendix B**) every three years.
- 9. The Screening Officer 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

10. The type and amount of orientation, training, and monitoring will be based on the position's level of risk, at Racquetball Ontario's discretion.
11. 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.
12. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
13. 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 a JMC or VSC

14. Racquetball Ontario through Racquetball Canada has joined the Coaching Association of Canada's Responsible Coaching Movement and therefore has access to the E-PIC at a discounted rate. Individuals can obtain an E-PIC via https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_ace/. An E-PIC report satisfies the JMC report requirement.
15. Racquetball Ontario 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.
16. Individuals may only obtain a VSC by visiting an RCMP office or police station, and satisfying their requirements. Fees may also be required.
17. Racquetball Ontario understands that it may be required to assist an individual with obtaining a VSC. Racquetball Ontario may need to submit a Request for VSC (**Appendix C**) or complete other documentation describing the nature of the organization and the individual's role with vulnerable individuals.

Procedure

18. Screening documents must be submitted to Racquetball Ontario.
19. 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.
20. Racquetball Ontario understands that there may be delays in receiving the results of a JMC or a VSC. At its discretion, Racquetball Ontario may permit the individual to participate in the role during the delay. Racquetball Ontario may withdraw this permission at any time and for any reason.
21. Racquetball Ontario recognizes that different information will be available depending on the type of

screening document that the individual has submitted. For example, a JMC may show details of a specific offence, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The Screening Officer will use their expertise and discretion when making decisions based on the screening documents that have been submitted.

22. Following the review of the screening documents, the Screening Officer 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 their decision, the Screening Officer will consider the type of offence, date of offence, and relevance of the offence to the position sought.

27. The Screening Officer will use the following as a guide to not pass an individual:

- a) If committed in the last three years:
 - i. Any offence involving the use of a motor vehicle, including but not limited to impaired driving;
 - ii. Any offence for trafficking and/or possession of drugs and/or narcotics;
 - iii. Any offence involving conduct against public morals;
 - iv. Any offence involving theft or fraud.
- b) If committed at any time:
 - i. An individual's conviction for any of the following *Criminal Code* offences:
 - a. Any offence of physical or psychological violence;
 - b. Any offence involving minors;
 - c. Any crime of violence including but not limited to, all forms of assault;
 - d. Any offence involving trafficking of illegal drugs;
 - e. Any offence involving the possession, distribution, or sale of any child-related pornography;
 - f. Any sexual offence.

Conditions and Monitoring

28. Excluding the incidents above which, if revealed, would most probably cause the individual to not pass screening, the Screening Officer 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 Officer 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, for use in discussions about an applicant's screening, or for disciplinary proceedings in regards to an applicant's screening.
30. The records kept by Racquetball Ontario as part of the screening process include but are not limited to:
 - a) An individual's Vulnerable Sector Check is kept as long as is required to complete the screening process unless conditions have been applied;
 - b) An individual's JMC is kept as long as is required to complete the screening process unless conditions have been applied;
 - c) An individual's Screening Disclosure Form (for a period of three years);
 - d) An individual's Screening Renewal Form (for a period of three year);
 - e) Records of any conditions attached to an individual's registration is kept by the Screening Officer for the tenure of the applicant in the position;

Appendix A – Volunteer Screening Disclosure Form

Name: _____
First Middle Last

Other names you have used: _____

Current Permanent Address: _____
Street City Province Postal Code

Date of Birth: _____ **Gender Identity:** _____
(MM/DD/YYYY)

Club (if applicable): _____ **Email:** _____

Position(s) Sought: _____

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. If not, please leave this section blank. Attach additional pages as necessary.**

Name or Type of Offence: _____

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. If not, please leave this section blank. 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. If not, please leave this section blank. 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 Volunteer Screening Disclosure Form, I consent and authorize Racquetball Ontario to collect, use and disclose my personal information, including all information provided on the Volunteer Screening Disclosure Form as well as my Enhanced Police Information Check and/or Vulnerable Sector Check and/or Driver's Abstract (when permitted by law) for the purposes of screening, implementation of Racquetball Ontario's *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial/Territorial Sport Organizations, Sport Clubs, and other organizations involved in the governance of sport. Racquetball Ontario does not distribute personal information for commercial purposes.

CERTIFICATION

I hereby certify that the information contained in this Volunteer Screening Disclosure Form is accurate, correct, truthful and complete.

I further certify that I will immediately inform Racquetball Ontario of any changes in circumstances that would alter my original responses to this Volunteer Screening Disclosure Form. Failure to do so may result in the withdrawal of volunteer responsibilities or other privileges and/or disciplinary action.

By signing this document below, I agree to adhere to Racquetball Ontario's policies and procedures, including but not limited to the *Code of Conduct and Ethics*, *Conflict of Interest Policy*, *Privacy Policy*, and *Screening Policy*. Racquetball Ontario's policies are located at the following link:
<https://racquetballontario.ca/about-us/>.

I recognize that I must pass certain screening requirements depending on the position sought, as outlined in the *Screening Policy*, and that the Screening Officer will determine my eligibility to volunteer or work in the position.

Name: _____
Print

Date: _____
(MM/DD/YYYY)

Signature: _____

Appendix B – Screening Renewal Form

Name: _____
First Middle Last

Current Permanent Address:

Street City Province Postal Code

Date of Birth: _____ **Gender Identity:** _____
(M/D/Y)

Email: _____ **Phone:** _____

By signing this document below, I certify that there have been no changes to my criminal record since I last submitted a Judicial Matters Check and/or Vulnerable Sector Check and/or Screening Disclosure Form and/or Driver's Abstract ("Personal Document") to Racquetball Ontario. I further certify that there are no outstanding charges and warrants, judicial orders, peace bonds, probation or prohibition orders, or applicable non-conviction information, and there have been no absolute and conditional discharges.

I agree that any Personal Document that I would obtain or submit on the date indicated below would be no different than the last Personal Document that I submitted to Racquetball Ontario. I understand that if there have been any changes, or if I suspect that there have been any changes, it is my responsibility to obtain and submit a new Personal Document to Racquetball Ontario's Screening Officer instead of this form.

I recognize that if there have been changes to the results available from any Personal Document and if I submit this form improperly, then I am subject to disciplinary action and/or the removal of volunteer responsibilities or other privileges at the discretion of the Screening Officer.

Name: _____ **Date:** _____
Print (MM/DD/YYYY)

Signature: _____

Appendix C – Request for Vulnerable Sector Check

Note: Racquetball Ontario will be required to modify this letter to adhere to any requirements from the VSC provider

INTRODUCTION

Racquetball Ontario is requesting a Vulnerable Sector Check for _____
Insert individual's full name

who identifies as a _____ and who was born on _____.
Insert gender identity Insert birth date using MM/DD/YYYY

DESCRIPTION OF ORGANIZATION

Racquetball Ontario is the not-for-profit governing organization for the sport of racquetball in Ontario.

DESCRIPTION OF ROLE

_____ will be acting as a _____.
Insert individual's name 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 Racquetball Ontario, please contact the undersigned.

Name: _____
Print

Date: _____
(MM/DD/YYYY)

Position: _____

Phone #: _____

Signature: _____