



SCREENING **POLICY**

& SCREENING DISCLOSURE FORM



Dive Ontario

Screening Policy

Definitions

1. The following terms have these meanings in this Policy:
 - a) “*Association*” – Dive Ontario
 - a) “*Individuals*” – All categories of membership defined in the Association’s Bylaws, as well as all individuals employed by, or engaged in activities with, the Association including, but not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association
 - b) “*Police Record Check*” – A search of the RCMP criminal records database to determine whether the individual has a criminal record (PRC)
 - c) “*Vulnerable Sector Check*” – A secondary part of the Police Record Check, 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 (VS)

Preamble

2. The Association 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. Screening of all individuals will be done on a two (2) year basis.

Application of this Policy

3. This Policy applies to all individuals whose position with the Association is one of trust or authority which may relate to, at a minimum, finances, supervision, young people, or people with a disability.
4. Not all individuals associated with the Association will be required to undergo screening through a PRC-VS and a Screening Disclosure Form because not all positions pose a risk of harm to the Association or to its participants. The Association will determine which individuals will be subject to screening using the following guidelines (variations from the guidelines are at the sole discretion of the Association):

Level 1 – Low Risk - Individuals involved in low risk assignments that 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, guides, or volunteers who are helping out on a non-regular 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 financial/cash management, and/or who may have limited access to minors or people with a disability. Examples:

- a) Assistant coaches or volunteer head coaches
- b) Athlete support personnel
- c) 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 financial/cash management, 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

5. It is the Association’s policy that:
 - a) Level 1 individuals will:
 - i. Complete a Screening Disclosure Form
 - ii. Complete an Application Form indicating that the individual has read and understands the Association’s policies and procedures.

- b) Level 2 individuals will:
 - i. Complete and provide a PRC
 - ii. Complete a Screening Disclosure Form
 - iii. Complete an Application Form indicating that the individual has read and understands the Association's policies and procedures
 - iv. Provide one letter of reference related to the position sought
 - v. Participate in orientation as determined by the Association
 - vi. Provide a driver's abstract, if requested
- c) Level 3 individuals will:
 - i. Complete and provide a PRC-VS
 - ii. Complete a Screening Disclosure Form
 - iii. Complete an Application Form indicating that the individual has read and understands the Association's policies and procedures
 - iv. Provide one letter of reference related to the position sought
 - v. Participate in orientation as determined by the Association
 - vi. 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) If an individual subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Association.
- f) If an individual provides falsified or misleading information, the individual will immediately be removed from their the Association position and may be subject to further discipline in accordance with the Association's *Discipline and Complaints Policy*.

Screening Committee

- 6. The implementation of this policy is the responsibility of the Association's Ad-Hoc Screening Committee which is a committee of three (3) to five (5) members appointed by the Association. Quorum for the Screening Committee will be three members.
- 7. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.
- 8. The Screening Committee is responsible for reviewing all PRC-VSs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions within the 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.

Procedure

- 9. The Screening requirements defined in this policy will be submitted to the Association in an envelope marked "Confidential" to:

Dive Ontario
875 Morningside Ave., Suite 2037
Toronto, ON
M1C 0C7
647-621-6810

- 10. Individuals who do not undertake the screening requirements required by this policy will receive a notice to that effect and will be informed that their application and/or position will not proceed until such time as the screening requirements are followed.
- 11. The Screening Committee will review all submitted documents and determine if the individual has committed a relevant offense.
- 12. Subsequent to its' review, the Screening Committee, by majority vote, will:
 - a) Approve an individual's participation; or
 - b) Deny an individual's participation; or
 - c) Approve an individual's participation subject to terms and conditions as the Screening Committee deems appropriate

13. If an individual's documents do not reveal a relevant offense, the Screening Committee will advise that the individual is eligible. If an individual's documents reveal a relevant offense, the Screening Committee will render its decision and provide notice of its decision. After providing notice, the Screening Committee will return or destroy the PRC-VSs.
14. Screening Disclosure Forms and PRC-VSs are valid for a period of three years. However, the Screening Committee may request that an individual provide a PRC-VS 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.

Relevant Offenses

15. The following examples are considered to be relevant offenses:
 - a) If imposed in the last five years:
 - i. Any conduct involving the use of a motor vehicle, including but not limited to impaired driving
 - ii. Any conduct for trafficking and/or possession of drugs and/or narcotics
 - iii. Any conduct involving conduct against public morals
 - b) If imposed in the last ten years:
 - i. Any conduct of violence including but not limited to, all forms of assault
 - ii. Any conduct involving a minor or minors
 - c) If imposed at any time:
 - i. Any conduct involving the possession, distribution, or sale of any child-related pornography
 - ii. Any sexual offense
 - iii. Any conduct involving theft or fraud

Records

16. 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

17. An individual's conviction for any of the following *Criminal Code* offenses may result in expulsion from the Association and/or removal from designated positions, competitions, programs, activities and events upon the sole discretion of the Association:
 - 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

Screening Disclosure Form

NAME: _____
First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER:** _____
Month/Day/Year

CLUB: _____ **EMAIL:** _____

Note: Failure to disclose a conviction/sanction may be considered an intentional omission and subject to failure of screening requirements as required by the Association's Screening Policy.

1. **Have you ever been convicted of a crime?**

Yes _____ No _____ If yes, please describe below for each conviction and provide a copy of the decision:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

2. **Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you?** Yes _____ No _____ If yes, please explain for each pending charge:

Name or Type of Offense/Charge: _____

Name and Jurisdiction of Proceeding: _____

Further Explanation: _____

3. **Have you ever been subject to a lawsuit relevant to sport, coaching, etc.?** Yes _____ No _____ If yes, please describe each finding, judgment or ruling below:

Court Finding: _____ Out of Court Settlement: _____

Type of Offense or Finding: _____

Year of Offense or Settlement: _____

Further Explanation: _____

4. **Have you ever been subject to a settlement agreement, plea bargain, charges stayed, etc. relevant to the profession of coaching or sport?**

Yes _____ No _____ If yes, please describe each outcome and provide a copy

Court Finding: _____ Out of Court Settlement: _____

Type of Offense or Finding: _____

Year of Offense or Settlement: _____

Further Explanation: _____

5. **Have you ever been dismissed from a coaching position?**

Yes _____ No _____ If yes, please describe below:

Name of applicable Organization: _____

Date of Dismissal: _____

Reason for Dismissal: _____

6. **Have you ever been disciplined or sanctioned by a sport governing body outside Canada, inside Canada?**

Yes _____ No _____ If yes, please describe below and provide a copy of the decision:

Name of applicable Organization: _____

Date of Discipline or Sanction: _____

Reason for Discipline or Sanction: _____

7. **Have you ever been disciplined or sanctioned by an independent body (sport body, private tribunal, government agency, etc.)?**

Yes _____ No _____ If yes, please describe below and provide a copy of the decision:

Name or Type of Offense: _____

Name and Independent Body: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

Certification

I hereby certify that the information contained in this application is accurate, correct, truthful and complete.

I further certify that I will immediately inform the Association of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in termination of membership and/or further discipline.

Signature: _____

Date: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, you consent and authorize the Association to collect, use and disclose your personal information, including all information provided on the Screening Disclosure Form, Police Record Check and/or Vulnerable Sector Check for the purposes of screening, implementation of the 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 the sport. The Association does not distribute personal information for commercial purposes.