

# SCREENING POLICY

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## Screening Policy

### Definitions

1. Terms in this Policy that carry specific meaning will be capitalized; any term not defined in this Policy is defined in the *Code of Conduct and Ethics*:
  - 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) “*Vulnerable Participant*” – Includes any Participant who is either a Minor or vulnerable adult (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. Ringette Canada understands that screening Participants 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 Participants whose position with Ringette Canada is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Participants.
4. Not all Participants will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to Ringette Canada or to its Participants. Ringette Canada will determine which Participants will be subject to screening based on the following three levels of risk:

Level 1 – Low Risk – Participants involved in low-risk assignments who are neither in a position of authority, directing others, involved with finances, nor have unsupervised access to Vulnerable Participants.

Level 2 – Medium Risk – Participants 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 Participants.

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Level 3 – High Risk – Participants involved in high risk assignments who occupy positions of trust or authority, have a supervisory role, direct others, are involved with finances, or who have frequent or unsupervised access to Vulnerable Participants. Examples:

- a) Full time coaches
  - b) Coaches who travel with athletes
  - c) Coaches who could be alone with athletes
5. Participants will be subject to the screening and training requirements described in the **Screening & Training Matrix** at **Appendix E** of this Policy.

### **Screening Committee**

6. The implementation of this policy is the responsibility of Ringette Canada's Screening Committee which is a committee of either one (1) or three (3) members appointed by Ringette Canada. Ringette Canada will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately review and comprehend screening documents and render decisions under this Policy.
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 documents submitted and, based on the review, making decisions regarding the appropriateness of Participants filling positions within Ringette Canada. 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.

### **Screening Requirements**

9. It is Ringette Canada's policy that when a Participant is first engaged by Ringette Canada:
  - a) Level 1 Participants will:
    - i. Complete an Application Form (**Appendix A**)
    - ii. Complete a Screening Disclosure Form (**Appendix B**)
    - iii. Participate in training, orientation, and monitoring as determined by Ringette Canada (see also **Appendix E**)
  - b) Level 2 Participants will:
    - i. Complete an Application Form (**Appendix A**)
    - ii. Complete a Screening Disclosure Form (**Appendix B**)
    - 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 Ringette Canada (see also **Appendix E**)
    - vi. Provide a driver's abstract, if requested
  - c) Level 3 Participants will:
    - i. Complete an Application Form (**Appendix A**)

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- ii. Complete a Screening Disclosure Form (Appendix B)
  - 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 Ringette Canada (see also **Appendix E**)
  - vi. Provide a driver's abstract, if requested
- d) If a Participant subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to Ringette Canada. Additionally, the Participant will inform Ringette Canada of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
- e) If Ringette Canada learns that a Participant has provided false, inaccurate, or misleading information, the Participant will immediately be removed from their position and may be subject to further discipline in accordance with Ringette Canada's *Discipline and Complaints Policy*.

### **Minors**

10. Ringette Canada defines a minor as someone who is younger than 18 years old. When screening minors, Ringette Canada 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.

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

### **Renewal**

12. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, Participants 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
- c) A Screening Renewal Form every year
- d) A Vulnerable Sector Check every three years

13. The Screening Committee may request a Participant to provide any of the above-listed documents at any time. Such requests will be in writing and reasons will be provided for the request.

### **Orientation, Training, and Monitoring**

14. The type and amount of orientation, training, and monitoring will be based on the Participant's level of risk, at Ringette Canada's discretion.

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15. Orientation may include, but is not limited to, introductory presentations, facility tours, equipment demonstrations, parent/guardian/athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.
16. Training may include, but is not limited to, certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
17. At the conclusion of orientation and training, the Participant will be required to acknowledge, in written form, that they have received and completed the orientation and training.
18. Monitoring may include, but is not limited to, written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.
19. A Participant who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The Participant will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.
20. Ringette Canada understands that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, Ringette Canada may permit the Participant to participate while waiting for the results of the check. Ringette Canada may withdraw this permission at any time and for any reason.
21. Ringette Canada recognizes that different information will be available depending on the type of screening document a Participant submits. 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'. The Screening Committee will use its expertise and discretion when screening based on the screening documents submitted.
22. Following the review of the screening documents, the Screening Committee will decide if:
  - a) The Participant has passed screening and may participate in the desired position;
  - b) The Participant has passed screening and may participate in the desired position, but with conditions;
  - c) The Participant has not passed screening and may not participate in the desired position; or
  - d) More information is required from the Participant.
23. 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.
24. The Screening Committee must decide that a Participant 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 for trafficking and/or possession of drugs and/or narcotics
    - iii. Any offense involving conduct against public morals

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- b) If imposed in the last ten years:
  - i. Any offense involving a minor or minors
- c) If imposed at any time:
  - i. A Participant's conviction for any of the following *Criminal Code* offenses:
    - 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

### **Conditions and Monitoring**

25. Excluding the incidents above which, if revealed, would cause the Participant to not pass screening, the Screening Committee may determine that incidents revealed on a Participant's screening documents may allow the Participant to pass the screening process and participate in a desired position as long as certain *conditions* are imposed. The Screening Committee may apply and remove conditions at its discretion and will determine the means by which adherence to conditions may be monitored.

### **Records**

26. All records received for the purposes of screening 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.
27. The records kept by Ringette Canada as part of the screening process include but are not limited to:
- a) A Participant's Vulnerable Sector Check
  - b) A Participant's E-PIC (for a period of three years)
  - c) A Participant's Screening Disclosure Form (for a period of three years)
  - d) A Participant's Screening Renewal Form (for a period of one year)
  - e) Records of any conditions attached to a Participant's registration by the Screening Committee
  - f) Records of any discipline applied to any Participant by Ringette Canada or by another sport organization

This Policy is subject to review at least once every three years

**Date of last review: February 15, 2023**

**Previous date of last review: September 2019**

*The publication of Ringette Canada policies will be in the English and French languages. In the case of conflicting interpretations, the English version will prevail.*

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## Appendix A – Application Form

*Note: Participants who are applying to volunteer or work within certain positions with Ringette Canada must complete this Application Form. Participants need to complete an Application Form once for the position sought. If the Participant is applying for a new position within Ringette Canada, a new Application Form must be submitted.*

**NAME:**

\_\_\_\_\_

First Middle Last

**CURRENT PERMANENT ADDRESS:**

\_\_\_\_\_  
Street City Province Postal

**DATE OF BIRTH:** \_\_\_\_\_ **GENDER IDENTITY:** \_\_\_\_\_  
Month/Day/Year

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**POSITION SOUGHT:** \_\_\_\_\_

By signing this document below, I agree to adhere to Ringette Canada’s policies and procedures, including but not limited to the *Code of Conduct and Ethics, Conflict of Interest Policy, Privacy Policy, Screening Policy*, and other safe sport related policies. Ringette Canada’s policies are located at the following link:  
[\[https://www.ringette.ca/about-us/ringette-canada-by-laws-and-policies/\]](https://www.ringette.ca/about-us/ringette-canada-by-laws-and-policies/)

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

**NAME (print):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

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## **Appendix B – Screening Disclosure Form**

**NAME:**

\_\_\_\_\_

First	Middle	Last
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**OTHER NAMES YOU HAVE USED:** \_\_\_\_\_

**CURRENT PERMANENT ADDRESS:**

\_\_\_\_\_

Street	City	Province	Postal
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**DATE OF BIRTH:** \_\_\_\_\_

**GENDER IDENTITY:**

\_\_\_\_\_  
Month/Day/Year

**CLUB (if applicable):** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

*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. Attach additional pages as necessary.**

Name or Type of Offense: \_\_\_\_\_

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. Attach additional pages as necessary.**

Name of disciplining or sanctioning body: \_\_\_\_\_

Date of discipline, sanction or dismissal: \_\_\_\_\_

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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. 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 Ringette Canada 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 Ringette Canada'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. Ringette Canada 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 Ringette Canada 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:** \_\_\_\_\_



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## **Appendix C – Screening Renewal Form**

**NAME:**

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First	Middle	Last
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**CURRENT PERMANENT ADDRESS:**

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Street	City	Province	Postal
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**DATE OF BIRTH:** \_\_\_\_\_ **GENDER IDENTITY:** \_\_\_\_\_  
                                    Month/Day/Year

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

By signing this document below, I certify that there have been no changes to my criminal record since I last submitted an Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to Ringette Canada. 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 Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I would obtain or submit on the date indicated below would be no different than the last Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I submitted to Ringette Canada. 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 Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to Ringette Canada's Screening Committee instead of this form.

**I recognize that if there have been changes to the results available from the Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form, and that 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 Committee.**

**NAME (print):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

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## Appendix D – Request for Vulnerable Sector Check

*Note: Ringette Canada will be required to modify this letter to adhere to any requirements from the VSC provider*

### INTRODUCTION

Ringette Canada is requesting a Vulnerable Sector Check for \_\_\_\_\_ [insert Participant's full name] who identifies as a \_\_\_\_\_ [insert gender identity] and who was born on \_\_\_\_\_ [insert birthdate].

### DESCRIPTION OF ORGANIZATION

Ringette Canada is the not-for-profit national governing organization for the sport of Ringette.

[Insert additional description]

### DESCRIPTION OF ROLE

\_\_\_\_\_ [insert Participant's name] will be acting as a \_\_\_\_\_ [insert Participant's role]. In this role, the Participant will have access to vulnerable Participants.

[Insert additional information re: type and number of vulnerable Participants, frequency of access, etc.]

### CONTACT INFORMATION

If more information is required from Ringette Canada, please contact the Screening Committee Chair:

[Insert information for Screening Committee Chair]

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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### Appendix E – Screening & Training Matrix

Risk Level	Role Examples (Note Young People Exception Below)	Screening Requirements	Training
N/A	<p>All Participants not falling under any Risk Level</p> <p>(Ex. Athletes named to Ringette Canada Teams or taking part in Ringette Canada Training Camps.</p>	None.	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>● <a href="#">CAC Safe Sport Training</a> (Athlete Stream – for athletes) OR</li> <li>● <a href="#">Respect in Sport for Activity Leaders</a></li> </ul>
Level 1 Low Risk	<p>a) Volunteers acting in non-regular or informal basis</p> <p>b) Parents, guardians, or volunteers who are never in a position of authority</p>	<ul style="list-style-type: none"> <li>● Complete an Application Form (<b>Appendix A</b>) and Screening Disclosure Form (<b>Appendix B</b>)</li> </ul>	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>● <a href="#">CAC Safe Sport Training</a> OR</li> <li>● <a href="#">Respect in Sport for Activity Leaders</a></li> </ul>
Level 2 Medium Risk	<p>a) Athlete support personnel</p> <p>b) Non-coach employees or managers</p> <p>c) Directors</p> <p>d) Coaches who report to, and are under the supervision of, another coach.</p> <p>e) Officials</p> <p>f) Volunteers working in a regular capacity and who are in a position of authority</p>	<ul style="list-style-type: none"> <li>● Same as Level 1, <b>PLUS:</b></li> <li>● Complete and provide an E-PIC;</li> <li>● Provide one letter of reference related to the position; <b>AND</b></li> <li>● Provide a driver's abstract, if requested/required by virtue of the position.</li> </ul>	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>● <a href="#">CAC Safe Sport Training</a> OR</li> <li>● <a href="#">Respect in Sport for Activity Leaders</a></li> </ul> <p>Recommended based on role:</p> <ul style="list-style-type: none"> <li>● Commit to Kids</li> <li>● NCCP Make Ethical Decisions evaluation (for coaches and athlete support personnel)</li> </ul>
Level 3 High Risk	<p>a) Full Time/Senior Coaches and Officials and Officials supervisors.</p> <p>b) Any Coach, Employee, or other chaperone/billet families who travels with or provide accommodations to</p>	<ul style="list-style-type: none"> <li>● Same as Level 2, BUT:</li> <li>● Provide a VSC (which will include an E-PIC)</li> </ul>	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>● <a href="#">CAC Safe Sport Training</a> OR</li> <li>● <a href="#">Respect in Sport for Activity Leaders</a></li> </ul> <p>Recommended based on role:</p> <ul style="list-style-type: none"> <li>● Commit to Kids</li> </ul>

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	athletes for overnight trips and travel. c) Coaches/athlete support personnel who could be alone with athletes		<ul style="list-style-type: none"><li>• NCCP Make Ethical Decisions evaluation (for coaches and athlete support personnel)</li></ul>
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