



## Nordic Sports PEI Volunteer and Staff Screening Policy

### **Policy Statement**

1. Nordic Sports PEI Inc. (NSPEI) shall implement a screening process for personnel defined in this policy.

### **Purpose:**

2. The purpose of this policy is to support the provision of a safe sport environment for all individuals associated with the sports of the Organization.

### **Scope and Application**

2. This Policy applies to all individuals whose position with the Organization is one of trust or authority which may relate to, at a minimum, finances or supervision of Vulnerable Individuals.
3. Not all individuals associated with the Organization will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to the Organization or to its participants. 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's Board of Directors):

Level 1 Risk - Individuals involved in 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 Risk – Individuals involved in 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) Assistant coaches or other coaches who are not Level 3 Risk coaches
- c) Members of the Board of Directors who do not have signing authority on bank accounts

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) Head coaches
- b) Coaches who travel with athletes
- c) Coaches who could be alone with athletes
- d) Those with signing authority on bank accounts

### **Definitions**

4. The following terms have these meanings in this Policy:
  - a) “*Organization*” – Nordic Sports PEI Inc. (also known as Nordic Sports PEI and NSPEI)
  - b) “*Individuals*” – All categories of membership defined in the Organization's Bylaws, as well as all individuals engaged in activities with the Organization, including but not limited to, athletes, coaches, convenors, medical personnel, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators at events, and Directors and Officers of the Organization.
  - c) “*Criminal Record Check (CRC)*” – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
  - 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 for individuals who are volunteering in a vulnerable sector (such as with minor athletes or with persons with a disability)
  - 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

### **Policy**

5. It is the Organization's policy that when an individual is first engaged by the Organization:
  - a) Level 1 individuals will:
    - i. Complete an Application Form, if requested (Appendix A)
    - ii. Participate in training, orientation, and monitoring as determined by the Organization

- b) Level 2 individuals will:
  - i. Complete and provide a CRC, which has been obtained for the Organization or another like organization within the past six (6) months
  - ii. Complete an Application Form indicating that the individual has read and understands the Organization's policies and procedures
  - iii. Participate in training, orientation, and monitoring as determined by the Organization
  - iv. Provide a driver's abstract, if requested
- c) Level 3 individuals will:
  - i. Complete and provide a VSC, with the exception of Individuals who are a Level 3 Individual solely due to having signing authority on bank accounts where those Individuals will complete and provide a CRC.
  - ii. Complete an Application Form indicating that the individual has read and understands the Organization's policies and procedures
  - iii. Participate in training, orientation, and monitoring as determined by the Organization
  - iv. 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 charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Organization.
- f) If the Organization 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 the Organization's *Discipline and Complaints Policy*.

### Screening Committee

- 6. The implementation of this policy is the responsibility of the Organization's Screening Committee which is a committee of up to three (3) members appointed by the Organization. The Organization will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately screen 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 individuals 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.

### Young People

- 9. The Organization defines a young person as someone who is younger than 18 years old. When screening young people, the Organization 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) letters of reference from referees who are beyond the young person's extended family.
- 10. Notwithstanding the above, the Organization may ask a young person to obtain a VSC if the Organization suspects the young person has an adult conviction and therefore has a *criminal record*. In these circumstances, the Organization will be clear in its request that it is not asking for the young person's *youth record*. The Organization understands that it may not request to see a young person's youth record.

### Frequency

- 11. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit a CRC or VSC, are required to submit the documents as follows:
  - a) A CRC or VSC once
  - b) A Screening Renewal Form (**Appendix B**) every year
- 12. The Screening Committee 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.

### How to Obtain VSC

- 13. Individuals may only obtain a VSC by visiting an RCMP office or police station, submitting two pieces of government-issued

identification (one of which must have a photo), and completing any required paperwork. Fees may also be required.

14. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
15. The Organization understands that it may be required to assist an individual with obtaining a VSC. The Organization 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**

16. The Screening requirements defined in this policy will be submitted to Nordic Sports PEI Screening Committee Chair in a scan:
17. 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.
18. The Organization understands that there may be delays in receiving the results of a VSC. At its discretion, the Organization may permit the individual to participate in the role during the delay. The Organization may withdraw this permission at any time and for any reason.
19. The Organization recognizes that different information will be available depending on the type of screening document that the individual has submitted. 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 making decisions based on the screening documents that have been submitted.
20. Following the review of the screening documents, the Screening Committee 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.
21. 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.
22. An individual 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, if the position sought is responsible for transporting Individuals
    - ii. Any offense for trafficking and/or possession of 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. An individual'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**

23. Excluding the incidents above which, if revealed, would cause the individual to not pass screening, the Screening Committee 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 Committee may apply and remove conditions at its discretion and will determine the means by which adherence to conditions may be monitored.

### **Records**

24. 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.
25. The records kept by the Organization as part of the screening process include but are not limited to:

- a) An individual's *Criminal Record Check and Vulnerable Sector Check*
- b) An individual's Screening Renewal Form
- c) Records of any conditions attached to an individual's registration by the Screening Committee
- d) Records of any discipline applied to any individual by the Organization or by another sport organization

## Appendix A – Nordic Sports PEI Volunteer/Staff Position Application Form

**Note: Individuals who are applying to volunteer or work within certain positions with the Organization must complete this Application Form. Individuals need to complete an Application Form once for the position sought. If the individual is applying for a new position within the Organization, 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 the Organization's policies and procedures, including but not limited to the *Code of Conduct and Ethics*, *Conflict of Interest Policy*, *Privacy Policy*, and *Screening Policy*. The Organization's policies are located at the following link: [www.biathlonpei.com/policies](http://www.biathlonpei.com/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:** \_\_\_\_\_

## Appendix B – Nordic Sports PEI Screening Renewal Form

**NAME:** \_\_\_\_\_  
First Middle Last

**CURRENT PERMANENT ADDRESS:**

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

**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 a Criminal Record Check and/or Vulnerable Sector Check to the Organization. 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 Criminal Record Check and/or Vulnerable Sector Check that I would obtain or submit on the date indicated below would be no different than the last Criminal Record Check and/or Vulnerable Sector Check that I submitted to the Organization. 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 Criminal Record Check and/or Vulnerable Sector Check to the Organization's Screening Committee instead of this form.

**I recognize that if there have been changes to the results available from the Criminal Record Check and/or Vulnerable Sector Check, 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:** \_\_\_\_\_

## Appendix C – Nordic Sports PEI Request for Vulnerable Sector Check



### REQUEST FOR VULNERABLE SECTOR CHECK for VOLUNTEERS

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

To whom it may concern:

Nordic Sports PEI (NSPEI) is requesting a Vulnerable Sector Check for xx.

### **DESCRIPTION OF ORGANIZATION**

Nordic Sports PEI is a not-for-profit provincial sport organization for the sport of Biathlon and Cross Country Skiing located in Prince Edward Island. Nordic Sports PEI has four clubs: Biathlon PEI, Brookvale Bears (includes Learn to Ski), PEI Cross Country, and the Mill River Biathlon Bears. Programs are offered year-round at the Mark Arendz Provincial Ski Park at Brookvale, and seasonally at Mill River.

### **DESCRIPTION OF VOLUNTEER ROLE**

xx is a \_\_\_\_\_ and as such falls in the Level 3-High Risk category. According to NSPEI's Screening policy, a vulnerable sector check is required for this category as follows:

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) Head coaches
- b) Coaches who travel with athletes
- c) Coaches who could be alone with athletes
- d) Those with signing authority on bank accounts

### **CONTACT INFORMATION**

If more information is required from NSPEI, please contact the Screening Committee contact, \_\_\_\_\_ at \_\_\_\_\_ or \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
President, Nordic Sports PEI