

 <b>POLICY MANUAL</b>		
	<b>Subject:</b>	Screening
	<b>Number:</b>	OVCA- <span style="border: 1px solid blue; padding: 2px;">Number</span>
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VERSION CONTROL		
Version	Date	Comments
1.0	August 17th, 2023	

### PREAMBLE

The OVCA (OVCA) understands that screening personnel and volunteers is a vital part of providing a safe sporting environment. Screening has become a common practice among sport organisations that provide programs and services to the community.

### PURPOSE

This Policy defines the screening requirements for the Ottawa Valley Curling Association (OVCA) and all persons working and/or volunteering with the OVCA and/or hosting OVCA events.

### DEFINITIONS

The following terms have these meanings in this Policy:

- a) *“Criminal Record Check (CRC)”* - a search of the Royal Canadian Mounted Police (RCMP) databases and is usually required for employment purposes, bylaw licences or immigration purposes, including:
  - a. criminal convictions
  - b. findings of guilt under the Youth Criminal Justice Act (YCJA), within the applicable disclosure period
- b) *“vérifications d'antécédents judiciaires”* - the equivalent to the CR-JMC check in Quebec
- c) *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.
- d) *“Criminal Records and Judicial Matters Check (CR-JMC)”* - is for those seeking employment or volunteer positions with agencies who require a criminal record check including:
  - a. criminal convictions
  - b. findings of guilt under the Youth Criminal Justice Act (YCJA) within the applicable disclosure period
  - c. outstanding entries, such as charges and warrants, judicial orders, Probation and Prohibition Orders. As per CPIC policy, information obtained from the Investigative Databank must be confirmed and authorised for release by the contributing agency
  - d. absolute and conditional discharges for one or three years respectively.
  - e. *“Vulnerable Sector Check (VSC)”* - screens those working or volunteering with vulnerable persons and includes:
    - f. criminal convictions
    - g. findings of guilt under the Youth Criminal Justice Act (YCJA) within the applicable disclosure period

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- h. outstanding entries, such as charges, warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders
  - i. absolute and conditional discharges for one or three years respectively
  - j. disposition of Not Criminally Responsible by Reason of Mental Disorder
  - k. criminal charges resulting in dispositions and non-conviction including (but not limited to): Stayed, Withdrawn, Dismissed, Not Guilty, and cases of not criminally responsible by reason of mental disorder as listed on local police indices in accordance with federal and provincial legislation
  - l. all record suspensions authorised for release by the Minister of Public Safety and Emergency Preparedness
- 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.
- f) *“OVCA”* - Ottawa Valley Curling Association
- g) *“Records Check”* - when used in this document, it refers to the various types of checks available - the CRC, CR-JMC and/or the VSC
- h) *“vérifications de l'absence d'empêchement”* - The equivalent to the VSC in Quebec

In this policy, where the Ontario terminology for a records check is used, it is understood to include its equivalent check in Quebec. This policy also understands that any reference to a provincial criminal offence in Ontario shall also include the equivalent offence under Quebec civil law.

### **POLICY**

1. This Policy applies to all individuals whose position with OVCA is one of trust or authority which may relate to, at minimum, finances, supervision or Vulnerable Individuals.
2. Not all individuals associated with OVCA will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to OVCA or to its participants. OVCA will determine which individuals will be subject to screening using the following guidelines.
3. The OVCA Board may vary the guidelines at its discretion:

Role	VSC upon initial engagement and then every three years	CR-JMC upon initial engagement a then every three years	Safe Sport Training every year
Board Members		Yes	Yes (Decision Makers)
Committee Members		Yes	Yes (Decision Makers)
Event Coordinators		Yes	Yes (No Direct Athlete Contact)

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Trainers	Yes		Yes (Direct Athlete Contact)
Individuals working with Vulnerable Individuals, regardless of role	Yes		Yes (Direct Athlete Contact)
Integrated Support Personnel	Yes		Yes (Direct Athlete Contact)
Team Coaches of teams competing in competitions hosted by the OVCA	Yes		Yes (Direct Athlete Contact)
Contractors	As determined by the OVCA Board per the level of risk for the Contractor's Role		

4. If an individual already possesses a valid level of record check that is of greater scrutiny than their role requires, they will be able to submit their currently valid record check.
5. If an individual subsequently receives a charge, conviction for, or is found guilty of, an offence after their screening is complete, they must report this circumstance immediately to the OVCA and resign from their position.
6. If the OVCA learns that an individual has provided false, inaccurate, or misleading information during the screening process, the individual will immediately be removed from their position.

### Screening Process

7. The implementation of this policy is the responsibility of the OVCA's Screening Committee which is a committee of one (1) to three (3) Board members, as assigned by the Board as a whole.
8. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.
9. The Screening Committee is responsible for reviewing all documents submitted and based on the review, make decisions regarding the appropriateness of individuals filling positions within the OVCA. 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(s) or group(s)
10. The Screening Committee may request that an individual provide any required documents at any time. Such a request will be in writing and reasons will be provided for the request.

### How to Obtain a Records Check

11. In Ontario, OVCA understands that the Police Record Checks Reform Act, 2015 requires the individual to consent in writing before requesting a criminal record

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check. The Act also requires the individual to consent in writing for any disclosure of the results to the requesting organisation.

12. Prior to applying for a records check, the applicant should contact the OVCA Secretary to obtain a "Request for Police Check" letter from OVCA in order to waive fees where applicable..
13. Individuals may obtain a records check by visiting their local police service, or by applying online if their local police service offers such. It is incumbent on the individual alone to determine and obtain the necessary prerequisite documents for a records check.
14. Fingerprinting may be required if there is a positive match with the individual's gender and birth date. Any costs associated with obtaining a fingerprint shall be borne by the applicant alone.

### Procedure

15. Required screening documents must be submitted to the Screening Committee.
16. 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.
17. OVCA understands that there may be delays in receiving the results of a records check. At its discretion, OVCA may permit the individual to participate in the role during the delay. OVCA may withdraw this permission at any time and for any reason.
18. 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 not passed screening and may not participate in the desired position; or
  - c. More information is required from the individual to complete the screening process.
19. The Screening Committee must decide that 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 criminal 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
  - b. If imposed in the last ten years:
    - i. Any crime of violence including but not limited to, all forms of assault

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- ii. Any offence involving a minor or minors
- c. If imposed 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 crime of violence including but not limited to, all forms of assault
    - c. Any offence involving trafficking of illegal drugs
    - d. Any offence involving the possession, distribution, or sale of any child-related pornography
    - e. Any sexual offence
    - f. Any offence involving theft or fraud

### Records

- 20. Once the Screening Committee has reviewed the screening documents and the individual has passed or not passed, the screening documents will be returned to the individual and the following information will be recorded for the individual and kept by OVCA: name, role, date of screening, screening result (pass/fail), Record Check expiry (if applicable), Safe Sport training expiry date (if applicable).
- 21. This information will be retained for as long as the individual is a volunteer for the OVCA. Upon the individual's resignation or termination from the position, any retained information will be destroyed. Persons who reapply for a position after an absence will be required to undergo the screening process again.