



ROWING BC

SCREENING POLICY

Effective date	January 22, 2022
Archived date	-
Date last reviewed	January 22, 2022
Scheduled review date	January 2024
Replaces and/or amends	N/A
Approved by and date	Rowing BC Board of Directors January 22, 2022
Appendix(-ces) to this Policy	Appendix A – Screening Requirements Matrix

A. Preamble

1. Rowing BC understands that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice amongst sport organizations that provide programs and services to the Canadian sport community, and specifically within rowing organizations.

B. Application of this Policy

2. This Policy applies to all individuals whose position with Rowing BC is one of trust or authority which may relate to, at a minimum, finances, supervision, or any contact with Vulnerable Individuals.
3. Not all individuals associated with Rowing BC will be required to obtain a criminal record check or submit screening documents because not all positions pose an increased risk of harm to Rowing BC or participants. Individuals will be subject to the screening requirements described in the Screening Requirements Matrix found in **Appendix A** of this Policy and shall comply with the screening application requirements as detailed therein. Regardless of previous involvement with Rowing BC, should an Individual look to take on a new role at any time that falls in a different category within Appendix A, they will be required to ensure Rowing BC is provided with any new screening documents associated with that new role. For any information on how to obtain a Police Information Check, please consult the Rowing BC Safe Sport webpage.

C. Screening Committee

4. The implementation of this Policy is the responsibility of an independent individual appointed by RCA that will function as the Screening Committee for all screening applications received pursuant to this Policy. This independent individual (hereinafter referred to as the “Screening Committee”) will possess the requisite skills, knowledge, and abilities to accurately assess screening documents and to render decisions under this Policy.
5. The Screening Committee will carry out its duties in accordance with the terms of this Policy.
6. The Screening Committee is responsible for reviewing all documents submitted with a screening application and, based on the review, making decisions regarding the related appropriateness of individuals filling



positions within Rowing BC. 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, provided that all documents are maintained in the strictest confidentiality.

D. Screening Requirements

7. A Screening Requirements Matrix is provided as **Appendix A**. All individuals must comply with the requirements detailed therein associated with the highest role they are interested in attaining when first engaged by Rowing BC and shall respect the renewal requirements indicated below.
8. If an individual subsequently receives a charge, conviction for, or is found guilty of an offense they will report this circumstance immediately to Rowing BC. Individuals are required to inform the relevant organization of any changes in their circumstances that would alter their original responses in their Screening Disclosure Form as part of their original Screening Disclosure Form agreement.
9. If Rowing BC 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 *Discipline and Complaints Policy*. For any individual employed by Rowing BC, providing false or inaccurate information is considered misrepresentation, willful misconduct and disobedience that is not trivial which has not been condoned by Rowing BC and may result in termination without notice, and with cause.

E. Procedure

10. Individuals must submit current versions of the screening documents indicated in Appendix A, according to the category in which they fall as designated by Rowing BC's Executive Director to the Screening Committee. Note for the sake of this policy, "current" is defined as within six months of the date of submission. Any information submitted shall be subject to Rowing BC's Privacy Policy, will only be viewed on a need-to-know basis, and will be protected in accordance with the relevant and applicable privacy legislation.
11. All positions are conditional on both the completion of the indicated screening activities in Appendix A as well as an acceptance of the results of those activities. An individual who refuses or fails to provide the necessary screening documents, or makes an incomplete application, may be ineligible for the position sought.
12. Rowing BC understands that there may be delays in receiving the results of a Police Information Check (PIC) and/or Vulnerable Sector Screen (VSC). At its discretion, the organization may permit the individual to participate in the role during the delay, provided that the individual demonstrates that they have initiated the PIC and/or VSC process. This permission may be withdrawn at any time and for any reason, at Rowing BC's sole discretion.
13. Rowing BC recognizes that different information will be available depending on the type of screening document that the individual has submitted. For example, a 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.



14. The Screening Committee will review all screening documents for all Level 1 and Level 2 candidates, including supporting documents, and shall make a decision as indicated below. For Level 3 screening applications, the Screening Committee will only review cases where the individual has made a declaration in their declaration form that may impact whether they can participate in the desired position.
15. Following the review of any Level 1 and Level 2 screening applications, the Screening Committee will decide whether:
 - a) The individual has passed screening and may be considered for the desired position;
 - b) The individual has passed screening and may be considered for 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.
16. In making its decision, and where relevant, the Screening Committee will consider all the relevant information from all documents including the type of offense, date of offense, and relevance of the offense to the position sought.
17. 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 major offense involving the use of a motor vehicle, including, but not limited to, impaired driving (unless the individual's role does not involve driving)
 - ii. Any offense for trafficking and/or possession of illegal 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
 - iii. Any offense involving theft or fraud
 - 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. Conditions and Monitoring

18. 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.

G. Young People



19. When screening Minors, Rowing BC will:

- a) Not require the Minor to obtain a VSC or PIC and
- b) In lieu of obtaining a VSC or PIC, require the Minor to submit up to two (2) additional references.

20. Notwithstanding the above, Rowing BC may ask a Minor to obtain a VSC or PIC if the organization suspects the Minor 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 Minor's youth record. Rowing BC understands that they may not request to see a Minor's youth record.

H. Renewal

21. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit a PIC, Screening Disclosure Form, VSC, or Screening Renewal Form, are required to submit the documents as follows:

- a) A Police Information Check every three years
- b) A Screening Disclosure Form every three years
- c) A Screening Renewal Form every year
- d) A Vulnerable Sector Check once

22. The Screening Committee may request that an individual provide any of the above documents at any time. Such requests will be in writing and reasons will be provided for the request.

I. Records

23. 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. This includes protecting all records in accordance with the relevant and applicable privacy legislation.

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

- a) An individual's Vulnerable Sector Check
- b) An individual's Police Information Check (for a period of three years)
- c) An individual's Screening Disclosure Form (for a period of three years)
- d) An individual's Screening Renewal Form (for a period of one year)
- e) Records of any conditions attached to an individual's registration by the Screening Committee
- f) Records of any discipline applied to any individual by RCA, Rowing BC, by a Member Organization, or by another sport organization

J. Privacy

25. The collection, use and disclosure of any personal information pursuant to this Policy is subject to Rowing BC's Privacy Policy.

26. Rowing BC or any of its delegates pursuant to this Policy shall comply with Rowing BC's Privacy Policy in the performance of their services under this Policy.



j) Appendix A – Screening Requirements Matrix

Level	Description	Requirements	Examples
Level 1	Individuals who have frequent or unsupervised access to Vulnerable Individuals Individuals that hold a decision-making position, involved in high-risk assignments, occupies position of trust and/or authority, has a supervisory role, directs others, or involved with finances.	<ul style="list-style-type: none"> - Complete an Application Form and interview process - Complete a Screening Disclosure Form - Complete and provide a PIC with VSC - Provide two references related to the position - Demonstrate understanding through training, orientation, and monitoring of safe sport policies - Provide a driver's abstract, if requested 	Coaches that could be alone with athletes. Full-time coaches, coaches that travel with athletes. Organizational staff, Case Managers, Board Members
Level 2	Individuals with direct athlete contact, 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	<ul style="list-style-type: none"> - Complete an Application Form and interview process - Complete a Screening Disclosure Form - Complete and provide a PIC with VSC - Demonstrate understanding through training, orientation, and monitoring on safe sport policies - Provide a driver's abstract, if requested and relevant to the position 	Coaches, training staff, Athlete support personnel, non-coach employees or volunteers such as Umpires.
Level 3	Individuals with no direct contact with athletes, 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	<ul style="list-style-type: none"> - Complete an Application Form - Complete a Screening Disclosure Form - Demonstrate understanding through training, orientation and monitoring of expectations related to safe sport policies. 	Certain staff and certain volunteers such as Youth or adult volunteers who are helping out on a non-regular or informal basis Event organizing committee members