CATEGORY: 3.0 Governance and Leadership **SECTION: 3.2 Abuse, Investigations, Screening and Protection**			
POLICY: 3.2.3 Screening Policy	**APPROVED:** **April 2020** **May 13, 2025**	**REVIEW DATE:**	**PAGES: 13**

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DEFINITIONS

1. The following terms have these meanings in this Policy:
   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 search, plus a search of local police information, available from SterlingBackcheck
   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 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

PREAMBLE

2. The CCPSA 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.

APPLICATION OF THIS POLICY

3. This Policy applies to all individuals whose position with the CCPSA is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals.

4. Not all individuals associated with the CCPSA will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to the CCPSA or to its participants. The CCPSA will determine which individuals will be subject to screening using the following guidelines (the CCPSA may vary the guidelines at its discretion):

   Level 1 – Low Risk – Individuals involved in low risk assignments who are not in a supervisory role, not directing others, not involved with finances, not in a one-on-one situation, and/or do not have unsupervised access to Vulnerable Individuals. Examples include:

   a) Parents, youth, or volunteers who are helping out on a non-regular or informal basis
   b) Committee Members

   Level 2 – Medium Risk – 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. Examples include:

   a) Officials (referees, technical delegate)
   b) Host Committee Members
   c) Board of Directors

   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 include:

   a) Coaches
   b) Integrated Support Team Members/Medical (physiotherapist, biomechanist, mental performance coach, physiologist, nutritionist)
   c) Classifiers
   d) Performance Partners/Sport Assistants
   e) Team Manager travelling with the athletes
   f) Employees of the CCPSA

SCREENING COMMITTEE

5. The implementation of this Policy is the responsibility of the CCPSA Screening Committee which is a committee of either one (1) or three (3) members appointed by the CCPSA, currently identified as the Executive Director. The CCPSA 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.

6. The Screening Committee will carry out its duties, in accordance with the terms of this Policy, independent of the Board.

7. 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 CCPSA. In carrying out its duties, the Screening Committee should consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person deemed to have the skills or knowledge relevant to the screening process.

SCREENING REQUIREMENTS

8. It is the CCPSA policy that when an individual is first engaged by the CCPSA:
   a) Level 1 individuals will:
      i. Complete an Application Form (volunteers see **Appendix A**)
      ii. Participate in training, orientation, and monitoring as determined by the CCPSA
      iii. Read and abide by the CCPSA *Code of Conduct and Ethics Policy*
      iv. Be supervised at all times by a Person of Authority (an individual who has gone through the Level 2 or 3 process)

   b) Level 2 individuals will:
      i. Complete an Application Form
      ii. Complete a Screening Disclosure Form
      iii. Complete and provide an E-PIC
      iv. Provide one letter of reference related to the position
      v. Read and abide by the CCPSA *Code of Conduct and Ethics Policy*
      vi. Participate in training, orientation, and monitoring as determined by the CCPSA
      vii. Provide a driver's abstract, if requested

   c) Level 3 individuals will:
      i. Complete an Application Form
      ii. Complete a Screening Disclosure Form
      iii. Complete and provide an E-PIC and a VSC
      iv. Provide two letters of reference related to the position
      v. Read and abide by the CCPSA *Code of Conduct and Ethics Policy*
      vi. Participate in training, orientation, and monitoring as determined by the CCPSA
      vii. Provide a driver's abstract, if requested
      viii. Complete an interview with the CCPSA

   d) If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to the CCPSA. Additionally, the individual will inform the CCPSA of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.

   e) If the CCPSA 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 CCPSA *Discipline and Complaints Policy.*

YOUNG PEOPLE

9. The CCPSA defines a young person as someone who is younger than 18 years old. When screening young people, the CCPSA will:
   a) Not require the young person to obtain a VSC or E-PIC
   b) In lieu of obtaining a VSC or E-PIC, require the young person to submit up to two (2) additional letters of reference

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

RENEWAL

11. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals 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 (**Appendix C**) every year
    d) A Vulnerable Sector Check once

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

ORIENTATION, TRAINING, AND MONITORING

13. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at the discretion of the CCPSA.

14. Orientation may include, but is not limited to: introductory presentations, facility tours, equipment demonstrations, parent/athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.

15. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.

16. At the conclusion of orientation and training, the individual will be required to acknowledge, in written form, that they have received and completed the orientation and training.

17. Monitoring may include but is not limited to: written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

HOW TO OBTAIN AN E-PIC OR VSC

18. An E-PIC may be obtained online via http://www.backcheck.net/e-pic.htm

    or

19. The CCPSA has joined the Coaching Association of Canada's Responsible Coaching Movement and therefore has access to the E-PIC at a discounted rate. Individuals can obtain an E-PIC via https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_ace/

20. In Ontario, the CCPSA understands that the *Police Record Checks Reform Act, 2015* requires the individual to consent in writing before requesting a criminal record check (such as an E-PIC). The Act also requires the individual to consent in writing for any disclosure of the results to the requesting organization.

21. In BC, the process for obtaining a Criminal Record Check is different than in other provinces and territories and sections of this Policy relating to obtaining a Criminal Record Check may not apply. In such cases, the Screening Committee will provide individuals with directions pursuant to the following website: https://www.viasport.ca/resource/free-criminal-record-check-procedure

22. 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.

23. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.

24. The CCPSA understands that it may be required to assist an individual with obtaining a VSC. The CCPSA may need to submit a Request for VSC (**Appendix D**) or complete other documentation describing the nature of the organization and the individual's role with vulnerable individuals.

PROCEDURE

25. Screening documents must be submitted to the following individual:

    Executive Director, CCPSA or designated alternate: safesport@ccpsa.ca or safesport@bocciacanada.ca

26. 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.

27. The CCPSA understands that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, the CCPSA may permit the individual, under supervision, to participate in the role during the delay. The CCPSA may withdraw this permission at any time and for any reason.

28. The CCPSA 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.

29. 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
    d) More information is required from the individual

30. 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.

31. The Screening Committee must decide that an individual has not passed screening if the screening documentation reveals any of the following:
    a) If charged in the last three years for:
        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 convicted
        iii. Any offense involving conduct against public morals

b) If charged in the last ten years for:
    i. Any crime of violence including but not limited to, all forms of assault
    ii. Any offense involving a minor or minors or vulnerable person defined by law
c) If charged at any time for:
    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

32. 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

33. 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.

34. The records kept by the CCPSA as part of the screening process include but are not limited to:
    a) An individual's Vulnerable Sector Check
    b) An individual's E-PIC (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 the CCPSA or by another sport organization

APPENDIX A – APPLICATION FORM

Note: Individuals who are applying to volunteer or work within certain positions with the CCPSA 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 CCPSA, 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 CCPSA policies and procedures, including but not limited to the *Code of Conduct and Ethics Policy*, *Conflict of Interest Policy*, *Privacy Policy*, and *Screening Policy*. The CCPSA policies are located at the following link: http://ccpsa.ca/en/about/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 – SCREENING DISCLOSURE FORM

NAME: _____
First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

_____
Street City Province Postal Code

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 may result in the loss of volunteer responsibilities or other privileges

1. **Have you ever been convicted of a crime or subject to a peace bond?** Yes _____ No_____If yes, please describe below for each conviction and you may be required to provide a copy of the conviction / peace bond:

   Name or Type of Offense: _____

   Name and Jurisdiction of Court/Tribunal: _____

   Year Convicted: _____

   Penalty or Punishment Imposed: _____

   Further Explanation: _____

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2. **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: _____

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3. **Are criminal charges or any other sanctions, including those from a sport body, 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: _____

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4. **Have you ever been subject to a lawsuit (Civil Action or Claim) (e.g., finding, judgement, ruling, out of court settlement) relevant to the profession of coaching or sport, including but not limited to, all forms of assault (physical or psychological), fraud, child pornography, sexual offences, harassment or the trafficking of illegal drugs,?** Yes _____ No_____If yes, please describe each finding, judgment or ruling below and you may be required to provide a copy.

   Court Finding:_____ Out of Court Settlement:_____

   Type of Offense or Finding: _____

   Year of Offense or Settlement: _____

   Further Explanation: _____

   _____

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5. **Have you ever been subject to a settlement agreement, plea bargain, charges stayed, etc. relevant to the profession of coaching or sport including but not limited to all forms of assault (physical or psychological), fraud, child pornography, sexual offences, harassment or the trafficking of illegal drugs?**

   Yes _____ No_____If yes, please describe each outcome and you may be required to provide a copy.

   Court Finding:_____ Out of Court Settlement:_____

   Type of Offense or Finding: _____

   Year of Offense or Settlement: _____

   Further Explanation: _____

   _____

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6. **Have you ever been dismissed from a position relating to allegations of ethical or moral misconduct?**

   Yes _____ No_____If yes, please describe below:

Name of applicable Organization: _____

Date of Dismissal: _____

Reason for Dismissal: _____

_____

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

Yes _____ No_____If yes, please describe below and you may be required to provide a copy:

Name of applicable Organization: _____

Date of Discipline or Sanction: _____

Reason for Discipline or Sanction: _____

_____

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8. Have you ever been disciplined or sanctioned by an independent body (e.g., sport body, private tribunal, government agency), dismissed from a volunteer position or banned from a facility?

Yes _____ No_____If yes, please describe below and you may be required to provide a copy.

Name or Type of Offense: _____

Name and Independent Body: _____

Date of Sanction: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

_____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, I consent and authorize the CCPSA 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 the CCPSA *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. The CCPSA 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 the CCPSA 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: _____

Screening documents must be submitted to: Executive Director, CCPSA or designated alternate: safesport@ccpsa.ca or safesport@bocciacanada.ca.

APPENDIX C – SCREENING RENEWAL FORM

NAME: _____
First Middle Last

CURRENT PERMANENT ADDRESS:

_____
Street City Province Postal Code

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 the CCPSA. 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 the CCPSA. 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 the CCPSA 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: _____

Screening documents must be submitted to: Executive Director, CCPSA or designated alternate: safesport@ccpsa.ca or safesport@bocciacanada.ca.

APPENDIX D – REQUEST FOR VULNERABLE SECTOR CHECK

Note: The CCPSA will be required to modify this letter to adhere to any requirements from the VSC provider

INTRODUCTION

The CCPSA is requesting a Vulnerable Sector Check for _____[insert individual's full name] who identifies as a _____[insert gender identity] and who was born on _____[insert birthdate].

DESCRIPTION OF ORGANIZATION

The Canadian Cerebral Palsy Sports Association is a National not-for-profit organization for the sport of boccia located in Ottawa.

The CCPSA collaborates with partners to increase the participation of Canadians with cerebral palsy and related disabilities in sport and physical activity, while leading, developing and growing boccia from grassroots, to producing World and Paralympic Champions.

DESCRIPTION OF ROLE

_____[insert individual's name] will be acting as a _____[insert individual's role]. In this role, the individual will have access to vulnerable individuals.

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

CONTACT INFORMATION

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

Executive Director, CCPSA or designated alternate: safesport@ccpsa.ca or safesport@bocciacanada.ca.

Signed: _____ Date: _____