

SCREENING POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) “*Criminal Record Check (CRC)*” – A search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record
 - b) “*Vulnerable Sector Check (VSC)*” – a detailed check that includes a search of the RCMP National Repository of Criminal Records, local police information, and the Pardoned Sex Offender database
 - c) “*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. Wheelchair Basketball Canada 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 Wheelchair Basketball Canada is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals.
4. Not all individuals associated with Wheelchair Basketball Canada will be required to obtain a CRC or submit a Screening Disclosure Form because not all positions pose a risk of harm to Wheelchair Basketball Canada or to its participants. Wheelchair Basketball Canada will determine which individuals will be subject to screening using the following guidelines (variations from the guidelines are at the sole discretion of Wheelchair Basketball Canada):

Level 1 – Low Risk - Individuals involved in low risk assignments who are not in a supervisory role, not directing others, not involved with financial/cash management, and/or do not have regular access to Vulnerable Individuals. Examples:

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

Level 2 – Medium Risk – Individuals involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with financial/cash management, and/or who may have limited access to Vulnerable Individuals. Examples:

- a) Athlete support personnel
- b) Coaches who are typically under the supervision of another coach

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 financial/cash management, and who have frequent access to Vulnerable Individuals. Examples:

- a) Full time coaches
- b) Coaches who travel with athletes
- c) Coaches who could be alone with athletes

Policy

5. It is Wheelchair Basketball Canada’s policy that:
 - a) Level 1 individuals will:
 - i. Complete a Screening Disclosure Form
 - ii. Complete an Application Form indicating that the individual has read and understands

Wheelchair Basketball Canada's policies and procedures

- iii. Participate in training, orientation, and monitoring as determined by Wheelchair Basketball Canada
- b) Level 2 individuals will:
- i. Complete and provide a CRC
 - ii. Complete a Screening Disclosure Form
 - iii. Complete an Application Form indicating that the individual has read and understands Wheelchair Basketball Canada's policies and procedures
 - iv. Provide one letter of reference related to the position sought
 - v. Participate in training, orientation, and monitoring as determined by Wheelchair Basketball Canada
 - vi. Provide a driver's abstract, if requested
- c) Level 3 individuals will:
- i. Complete and provide a CRC and a VSC
 - ii. Complete a Screening Disclosure Form
 - iii. Complete an Application Form indicating that the individual has read and understands Wheelchair Basketball Canada's policies and procedures
 - iv. Provide one letter of reference related to the position sought
 - v. Participate in training, orientation, and monitoring as determined by Wheelchair Basketball Canada
 - vi. 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 conviction for, or is found guilty of, an offense they will report this circumstance immediately to Wheelchair Basketball Canada.
- f) If an individual provides falsified or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with Wheelchair Basketball Canada's *Discipline and Complaints Policy*.

Orientation, Training, and Monitoring

6. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at Wheelchair Basketball Canada's discretion.
7. 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 period of engagement.
8. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
9. 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.
10. Monitoring may include, but is not limited to: written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

Screening Committee

11. The implementation of this policy is the responsibility of Wheelchair Basketball Canada's Screening Committee which is a committee of three (3) members appointed by Wheelchair Basketball Canada. Wheelchair Basketball Canada will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess CRCs, VSCs, and Screening Disclosure Forms, and render decisions under this Policy. Quorum for the Screening Committee will be three members.
12. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.
13. The Screening Committee is responsible for reviewing all CRCs, VSCs, and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions within Wheelchair Basketball 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.

How to Obtain a Criminal Record Check or Vulnerable Sector Verification

14. Although a CRC may be obtained online from a third-party provider, 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 and may be reimbursed by Wheelchair Basketball Canada upon the submission of a legitimate receipt and volunteer expense form.
15. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.

Procedure

16. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals are required to submit:
 - a) A Criminal Record Check every three years
 - b) A Screening Disclosure Form every three years
 - c) A Vulnerable Sector Check once
17. The Screening Committee may request that an individual provide a CRC or a Screening Disclosure Form for review and consideration at any time. Such request will be in writing and reasons will be provided for such a request.
18. The Screening document requirements defined in this policy will be submitted to the following individual:

Wheelchair Basketball Canada
Wendy Gittens - Executive Director
6 Antares Drive, Unit 8, Ottawa, ON K2E 8A9
wgittens@wheelchairbasketball.ca
613 260 1296 x201
19. Individuals who do not undertake the screening requirements required by this policy will receive a notice to that effect and will be informed that their application and/or position will not proceed until such time as the screening requirements are followed.
20. Following the review of documents for offenses, 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.

Conditions and Monitoring

21. The Screening Committee may determine that incidents revealed on an individual's screening documents (not including incidents defined as 'Criminal Convictions' or 'Offenses', below) 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.

Offenses

22. Provided a pardon has not been granted, the following examples are considered to be offenses:

- a) If imposed in the last five 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
- 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. Any offense described in the 'Criminal Convictions' section of this Policy

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.

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

- a) An individual's Vulnerable Sector Check
- b) An individual's Criminal Record Check (for a period of three years)
- c) An individual's Screening Disclosure Form (for a period of three years)
- d) Records of any conditions attached to an individual's registration by the Screening Committee
- e) Records of any discipline applied to any individual by Wheelchair Basketball Canada or by another sport organization

Criminal Convictions

25. An individual's conviction for any of the following *Criminal Code* offenses may result in expulsion from Wheelchair Basketball Canada and/or removal from designated positions, competitions, programs, activities and events upon the sole discretion of Wheelchair Basketball Canada:

- 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

SCREENING DISCLOSURE FORM

NAME: _____
First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

CLUB: _____ **EMAIL:** _____

Note: Failure to disclose a conviction/sanction may be considered an intentional omission and subject to failure of screening requirements as required by Wheelchair Basketball Canada's *Screening Policy*.

1. **Have you ever been convicted of a crime?**

Yes _____ No _____ If yes, please describe below for each conviction:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

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

Name and Jurisdiction of Court/Tribunal: _____

Further Explanation: _____

3. **Have you ever been subject to a lawsuit, settlement agreement, plea bargain, or charges stayed relevant to coaching or to sports in general?** Yes _____ No _____

If yes, please describe each finding, judgment or ruling below:

Court Finding: _____ Out of Court Settlement: _____

Type of Offense or Finding: _____

Year of Offense or Settlement: _____

Further Explanation: _____

4. **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?**

Yes _____ No _____ If yes, please describe below and provide a copy of the decision:

Name of applicable Organization: _____

Date of Discipline or Sanction or Dismissal: _____

Reason for Discipline or Sanction or Dismissal: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

For more than one conviction please attach additional page(s) as necessary.

Certification

I hereby certify that the information contained in this application is accurate, correct, truthful and complete.

I further certify that I will immediately inform Wheelchair Basketball Canada of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in termination of membership and/or further discipline.

Signature: _____

Date: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, you consent and authorize Wheelchair Basketball Canada to collect, use and disclose your personal information, including all information provided on the Screening Disclosure Form, Criminal Record Check and/or Vulnerable Sector Check for the purposes of screening, implementation of Wheelchair Basketball 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 the sport. Wheelchair Basketball Canada does not distribute personal information for commercial purposes.