Screening Policy

"Organization" refers to: Triton Competitive Swim Society or TCSS

Definitions

1. The following terms have these meanings in this Policy:
    a) "Police Information Check" – A search of the RCMP criminal records database to determine whether the individual has a criminal record
    b) "Vulnerable Sector Verification" – A secondary part of the Police Information Check, for individuals who are volunteering in a vulnerable sector (such as with minor athletes or persons with a disability), which also searches for the existence of any pardoned sex offences and/or charges
    c) "Personnel" – Triton Swimming personnel include members and volunteers whose position with Triton Swimming is one of trust or authority which may relate to finances or to young people or people with a disability. Triton Swimming Personnel are required to obtain a Police Information Check with Vulnerable Sector Verification (PIC-VSV). Personnel include, but are not limited to, coaches, managers, billeters, chaperones, and Triton Swimming employees, contractors, and staff

Purpose

2. Triton Swimming understands that screening personnel and volunteers is a vital part of providing a safe sporting environment for athletes. Like many sport organizations, Triton Swimming requires its Personnel who interact with vulnerable athletes to be vetted through obtaining a Police Information Check with Vulnerable Sector Verification (PIC-VSV) and completing a Screening Disclosure Form.

Application of this Policy

3. This Policy applies to all Personnel.

4. Not all Personnel associated with Triton Swimming will be required to undergo screening through a PIC-VSV and a Screening Disclosure Form, as not all positions pose a risk of harm to Triton Swimming or to its participants. Triton Swimming will determine which Designated Categories of Personnel will be subject to screening.

5. PIC-VSVs and Screening Disclosure Forms are required for the following "Designated Categories" who work closely with athletes and who occupy positions of trust and authority within Triton Swimming:
    a) Coaches (as per the Coaches Requirements)
    b) Team Managers and Chaperones (as per the Team Managers and Chaperones Requirements)
    c) Billeters
    d) Employees (as per the Employee Agreement)
    e) Directors and Coordinators with access to personal information as defined in the Confidentiality Policy.
    f) Contractors

Policy

6. It is Triton Swimming's policy that:
    a) Personnel in Designated categories will be screened using PIC-VSV and the Screening Disclosure Form. There will be no exceptions.
    b) Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual.
    c) Triton Swimming will not knowingly place in a Designated Category an individual who has a conviction for a 'relevant offence', as defined in this policy.

d) However, where the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence, a person can occupy a position in a Designated Category without adversely affecting the safety of Triton Swimming, an athlete or member of Triton Swimming through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve a persons' participation in a Designated Category.
e) If a person in a Designated Category subsequently receives a conviction for, or is found guilty of, a relevant office, 1 they will report this circumstance immediately to Triton Swimming.
f) If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their Designated Position and may be subject to further discipline in accordance with Triton Swimming's Discipline and Complaints Policy.

Screening Committee

7. The implementation of this policy is the responsibility of the Screening Committee of Triton Swimming which is a committee of three (3) to five (5) members appointed by, and at the sole discretion of Triton Swimming. Triton Swimming will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess PIC-VSV and the Screening Disclosure Form and render decisions under this Policy. Quorum for the Screening Committee will be three members.

8. Triton Swimming may, in its sole discretion, remove any member of the Screening Committee. Where a position on the Screening Committee becomes vacant, either because a member has been removed or because a member has resigned, Triton Swimming, at its sole discretion, will appoint a replacement member.

9. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board of Directors.

10. The Screening Committee is responsible for receiving and reviewing all PIC-VSV and the Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions in Designated Categories within Triton Swimming. 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 Police Information Check with Vulnerable Sector Verification (PIC-VSV)

11. Personnel may obtain a PIC-VSV by visiting the contacting 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.

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

13. Usually within 30 days, the RCMP or local police will issue the individual a document identifying one of the following:
    a) Negative (a criminal record does not exist)
    b) Records match (a criminal record exists)
    c) Incomplete (there was a match with the gender and birth date – and fingerprinting is required)

Procedure

14. The PIC-VSVs and the Screening Disclosure Form will be submitted to the Screening Committee, c/o Triton Swimming at its head office in an envelope marked "Confidential".

15. Individuals who do not submit a PIC-VSVs and the Screening Disclosure Form will receive a notice to this effect and will be informed that their application and/or position will not proceed until such time as the PIC-VSVs and the Screening Disclosure Form is received.

16. The Screening Committee will receive and review all PIC-VSVs and the Screening Disclosure Form and determine whether the individual's PIC-VSVs and the Screening Disclosure Form reveal a relevant offence.

17. Subsequent to its' review of PIC-VSVs and the Screening Disclosure Form, the Screening Committee, by majority vote, will:
    a) Approve an individual's participation in a Designated Category; or
    b) Deny an individual's participation in a Designated Category; or
    c) Approve an individual's participation in a designated category subject to terms and conditions as the Screening Committee deems appropriate.

18. If an individual's PIC-VSVs and the Screening Disclosure Form do not reveal a relevant offence; the Screening Committee will advise Triton Swimming that the individual is eligible for the Designate Category. After providing notice, the Screening Committee will return or destroy the original PIC-VSVs.

19. If an individual's PIC-VSVs and the Screening Disclosure Form reveals a relevant offence; the Screening Committee will render its decision and provide notice of its decision in writing to Triton Swimming and the applicant. After providing notice, the Screening Committee will return or destroy the original PIC-VSVs.

20. The decisions of the Screening Committee are final and binding and will be effective upon notice being sent to the individual by e-mail to his/her last known email address on record with Triton Swimming.

21. PIC-VSVs are valid for a period of three years and Screening Disclosure Forms must be completed on an annual basis. Notwithstanding this, the Screening Committee may request that an individual in a designated category provide a PIC- VSVs or the Screening Disclosure Form to the Screening Committee for review and consideration. Such request will be in writing and will provide the reasons for such a request.

Relevant Offences

22. For the purposes of this Policy, guidelines and examples of a 'relevant offence' is any of the following:
    a) If imposed in the last five years:
        a. Any offence involving the use of a motor vehicle, including but not limited to impaired driving.
        b. Any violation for trafficking and/or possession of drugs and/or narcotics.
        c. Any offence involving conduct against public morals.
    b) If imposed in the last ten years:
    c) Any crime of violence including but not limited to, all forms of assault.
    d) Any offence involving a minor or minors.
    e) If imposed at any time:
    f) Any offence involving the possession, distribution, or sale of any child-related pornography.
    g) Any sexual offence involving a minor or minors.
    h) Any offence involving theft or fraud.

Records

23. The Screening Committee will retain no copies of PIC-VSVs and Screening Disclosure Forms, but may retain written records of communication with individuals whose PIC-VSVs or the Screening Disclosure Form Forms indicate a relevant offence, as well as

copies of its decisions and written reasons for decisions. 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.