



SCREENING POLICY

Preamble

Background screening ensures that individuals, technical officials, team leaders, volunteers, medical staff, and board members meet the important requirements to oversee the activities of athletes/participants. Screening tools include visible policies and processes, criminal record checks, interviews, and reference checks. All are equally important. This policy sets out the screening process, including criminal record checks, applicable to all people volunteering or working with Weightlifting Canada Haltérophilie.

Definitions

1. The following terms have these meanings in this Policy:
 - a. “*Coach*” – All individuals, managers, learning facilitators, integrated support team members and other service providers (including parents, youth and volunteers) participating in the Organization’s programs, activities and events, including but not limited to its competitions, training camps and tryouts.
 - b. “*Technical Official*” – All individuals participating in a weightlifting competition that serve to enforce the rules of competition.
 - c. “*Team Leader*” – Any individual named to provide support to a team at a local, provincial, national, or international event.
 - d. “*Driver’s Abstract*” – A driver’s record of their driving history which may outline any impaired charges, convictions, suspensions, and prohibitions, and the status of the driver’s license.
 - e. “*Enhanced Police Information Check (E-PIC)*” – A search of local police information and the RCMP National Repository of Criminal Records to determine whether the individual has a criminal conviction for which a pardon has not been granted and whether select non-conviction information may be relevant to the screening process.
 - f. “*Organization*” refers to Weightlifting Canada Haltérophilie.
 - g. “*Vulnerable Person*” – A person who, because of their age, a disability, or other circumstances, whether temporary or permanent, is in a position of dependency on others, or is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them.

- h. “*Vulnerable Sector Verification (VSV)*” – An inclusive type of check for individuals who are coaching in a vulnerable sector (such as with Vulnerable Persons), which verifies the existence of criminal records, as well as record suspensions (formerly pardons) for sex-based offences, non-conviction information, and charges related to the predation of a child or other vulnerable person.

Purpose

2. The Organization understands that screening is a vital part of providing a safe sporting environment. The Organization is responsible, by law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities, and events. The purpose of screening is to identify individuals involved with the Organization’s activities who may pose a risk to the Organization and its participants.

Application of this Policy

3. The Organization will determine which individuals will be subject to screening using the following guidelines.

Category 1 – Low Risk – Individuals involved in low-risk assignments who are not in a supervisory role, not directing others, and/or do not have access to Vulnerable Persons. Examples:

- a. Parents, youth, or volunteers who are assisting on a non-regular informal basis
- b. Event volunteers without access to the field of play and those with administrative roles at events

Category 2 – Medium Risk – Individuals involved in medium risk assignments who may be in a supervisory role, may direct others, and/or who may have limited or “in a group only” access to Vulnerable Persons. Examples:

- a. Assistant individuals or volunteer head individuals of a club
- b. Individuals who are typically under the supervision of another individual

Category 3 – High Risk – Individuals involved in high-risk assignments who occupy positions of trust and/or authority or influence over the safety, fulfillment of needs and general sport experiences of athletes, vulnerable persons, and registered participants. Individuals in this category have a supervisory role, direct others, and have access to Vulnerable Persons. Examples:

- a. Coaches
- b. Technical Officials
- c. Individuals who travel with athletes
- d. Individuals who could be alone with athletes, including team medical staff and chaperones

Screening Requirements

4. It is the Organization’s policy that:
 - a. Category 1 individuals will:
 - i. Confirm their qualifications, eligibility, employment/volunteer history, extent of prior experience working with children or youth and other related experience that meet the requirements for the position
 - ii. Complete an Application Form (**Appendix A**) indicating that the individual has read and understands the Organization’s policies and procedures and signs an acknowledgement to that effect.
 - iii. Complete a Screening Disclosure Form (**Appendix B**).
 - iv. Unless specifically required by the Organization, Category 1 individuals do not require an E-PIC or VSV.
 - b. Category 2 individuals will:

- i. Confirm their qualifications, eligibility, employment/volunteer history, extent of prior experience working with children or youth and other related experience that meet the requirements for the position
 - ii. Complete and provide an E-PIC prior to being named by the Organization for the first time
 - iii. Complete an Application Form (**Appendix A**) indicating that the individual has read and understands the Organization's policies and procedures
 - iv. Complete a Screening Disclosure Form (**Appendix B**)
- c. Category 3 individuals will:
- i. Confirm their qualifications, eligibility, employment/volunteer history, extent of prior experience working with children or youth and other related experience that meet the requirements for the position
 - iii. Complete and provide a E-PIC prior to being retained by the Organization for the first time and every 2 years thereafter
 - iv. Complete an Application Form (**Appendix A**) indicating that the individual has read and understands the Organization's policies and procedures
 - iv. Complete a Screening Disclosure Form (**Appendix B**)
 - vii. Obtain a Vulnerable Sector Verification (VSV), if requested (only if the individual is born before February 1, 1986). Applicants for a VSV may be required to submit a letter from the Organization (**Appendix C**).
 - viii. **Category 3 individuals who have resided in a country other than Canada must obtain the equivalent of a Vulnerable Sector Verification from any country where they have spent 183 consecutive days or more within the last ten (10) years, prior to their arrival to Canada. If any of those documents are in a language other than English or French, the documents must be provided along with a translation from a certified translator.**
- d. All individuals must provide any written consent that may be necessary for the Organization to conduct an E-PIC, VSV, or any other form of background or criminal check.
- e. Any individual who is charged with and/or subsequently convicted of a relevant criminal offence must immediately report this circumstance to the Organization who will take such steps as are appropriate, including re-assignment, suspension, dismissal or expulsion, on a provisional basis and/or pending the conclusion of the investigation or criminal process.
- f. If an individual provides falsified or misleading information, then the individual will immediately be removed from their position and may be subject to further discipline in accordance with the Organization's policies.

Screening Committee

5. The implementation of this policy is the responsibility of the SafeSport Committee or, depending on operational needs, a sub-committee designated by the SafeSport Committee. The Organization will ensure that the members appointed to review the findings possess the requisite skills, knowledge, and abilities to accurately screen documents and render decisions under this Policy (e.g., legal background). Where a committee has not been appointed or is no longer active, implementation of this policy shall be the responsibility of the Board of Directors of the Organization.

6. The Committee is responsible for reviewing all documents submitted and, based on the review, making decisions regarding the appropriateness of individuals filling positions within the Organization. In carrying out its duties, the Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.

7. Nothing in this Policy restricts or limits the Committee from requesting that the individual attend an interview with the Committee if the Committee considers that an interview is appropriate and necessary to screen the individual's application.
8. Nothing in this Policy restricts or limits the Committee from requesting the individual's authorization to contact any professional, sporting, or other organization in order to assess the individual's suitability for the position that they are seeking.
9. Nothing in this Policy restricts or limits the Committee from requesting further information from the individual on more than one occasion, subject to the individual's right to insist that the Committee make a decision on the basis of the information before it.
10. The Committee may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.
11. When assessing an individual's screening application, the Committee shall determine whether there is reason to believe that the individual may pose a risk to the Organization or to another individual.
12. If the Committee determines on the basis of the individual's screening application, in addition to any further material received by it, that the individual does not pose a risk to the members of the Organization, the Committee shall approve the individual's application, subject to the Committee's right to impose conditions.
13. In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall be provided to the applicant and to the Board of Directors of the Organization, which may disseminate the decision as they see fit to best fulfil the mandate of the Organization. This may include dissemination to the relevant Provincial Sport Organization.
14. The Organization may remove any member of the Committee. When a position on the Committee becomes vacant, either because a member has been removed or because a member has resigned, the Organization will appoint a replacement member.
15. The Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.
16. Decisions made by the screening committee are not subject to appeal.

How to Obtain an E-PIC or VSV

17. E-PICs may be obtained via Sterling Backcheck.
18. Participants may only obtain a VSV 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.
19. If required, the Organization will provide a letter confirming the potential position within the Organization.

Procedure

20. Screening documents must be submitted to the Organization's Secretary.

21. 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.
22. If an organization requests a VSV or local police check, there may be delays of up to 3 months. For this reason, we recommend the completion of an E-PIC via Sterling which will be returned within 48 hours, until the VSV or local police check is completed.
23. The Organization 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 offence, or not, and/or a VSV may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The Committee will use its expertise and discretion when making decisions based on the screening documents that have been submitted.
24. Following the review of the screening documents, the 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.
25. In the event of an offence, the Committee will consider the type of offence, date of offence, and relevance of the offence to the position sought.
26. The Committee may decide that an individual has not passed screening if the screening documentation reveals any of the following:
 - a. Any offence involving the use of a motor vehicle, including but not limited to impaired driving
 - b. Any offence involving the possession of illegal drugs
 - c. Any offence involving the conduct against public morals
 - d. Any offence involving theft or fraud.
27. The Committee *shall not* decide that an individual has passed screening if the screening documentation reveals any of the following:
 - a. Any offence of assault, physical or psychological violence
 - b. Any offence involving trafficking of illegal drugs
 - c. Any offence involving the possession, distribution, or sale of any child-related pornography
 - d. Any sexual offence

Conditions and Monitoring

28. If the screening documentation reveals an offence that does not automatically cause the individual to not pass screening (described in the above subsection), the 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 Committee shall have the sole and unfettered discretion to apply and remove conditions, determine the length of time for the imposition of conditions, and determine how adherence to conditions may be monitored.

Renewal

29. Unless the 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 are required to submit the documents as follows:
 - a. An E-PIC every two years

- b. A Screening Disclosure Form every two years
- c. A Vulnerable Sector Verification every two years.

30. At any time, including after either the submission of an individual's application or its approval (with or without conditions), the Committee may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of the Organization, could affect the assessment of the individual's suitability for participation in the programs or activities of the Organization, or the individual's interactions with other individuals involved with the Organization.

Records

- 31. 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, or is in the best interest of the public.
- 32. All records will be maintained for a period of 10 years. Once the retention period has been reached, the Organization will securely dispose of records in accordance with applicable laws and policies.

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Appendix A – Screening Application Form

Note: Individuals who are applying to volunteer or work within certain positions with Weightlifting Canada Haltérophilie 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 Weightlifting Canada Haltérophilie, a new application form must be submitted.

NAME: _____
 First **Middle** **Last**

CURRENT PERMANENT ADDRESS:

Street City Province Postal Code

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

EMAIL: _____ PHONE: _____

POSITION SOUGHT: _____

By signing this document below, I agree to adhere to Weightlifting Canada Haltérophilie’s policies and procedures, including but not limited to the *Code of Conduct and Ethics*, *Conflict of Interest Policy*, *Privacy Policy*, and *Screening Policy*. Weightlifting Canada Haltérophilie’s policies are located at the following link: <https://weightliftingcanada.ca/resources/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. I understand that the decision of the Screening Committee is not subject to the WCH Appeals policy.

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

EMAIL: _____ PHONE: _____

Local Association (if applicable): _____

Note: Failure to disclose truthful information below may be considered an intentional omission and the loss of volunteer responsibilities or other privileges

1. Do you have a criminal record? Yes ___ No ___ If yes, please complete the following information for each conviction. Attach additional pages as necessary.

Name or Type of Offence: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

2. Have you ever been disciplined or sanctioned by a sport governing body or by an independent body (example: private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position? Yes ___ No ___ If yes, please complete the following information for each disciplinary action or sanction. Attach additional pages as necessary.

Name of disciplining or sanctioning body: _____

Date of discipline, sanction or dismissal: _____

Reasons for discipline, sanction or dismissal: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

3. 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 complete the following information for each pending charge or sanction. Attach additional pages as necessary.

Name or Type of Offence: _____

Name and Jurisdiction of Court/Tribunal: _____

Name of disciplining or sanctioning body: _____

Further Explanation: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, I consent and authorize Weightlifting Canada Haltérophilie 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 Verification (when permitted by law) for the purposes of screening, implementation of Weightlifting Canada Haltérophilie *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial/Territorial Sport Organizations, Sport Clubs, and other organizations involved in the governance of sport. Weightlifting Canada Haltérophilie 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 Weightlifting Canada Haltérophilie 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: _____

Appendix C – Request for Vulnerable Sector Verification

INTRODUCTION

Weightlifting Canada Haltérophilie is requesting a Vulnerable Sector Verification for _____ [insert individual's full name] who identifies as a _____ [insert gender identity] and who was born on _____ [insert birthdate].

DESCRIPTION OF THE ORGANIZATION

Weightlifting Canada Haltérophilie is a not-for-profit corporation that serves as the national governing body for the sport of weightlifting.

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.

CONTACT INFORMATION

If more information is required from Weightlifting Canada Haltérophilie, please contact: Craig Walker (cwalker@cwfhc.ca)

Signed: _____ Date: _____