

Screening Policy



Approved October 25th, 2017

SCREENING POLICY

UPDATED OCTOBER 2017

Purpose

Sask Volleyball is responsible at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. The purpose of this policy, in combination with the Respect in Sport policy, is to provide a safe environment and protection for members by utilizing screening to identify individuals within Sask Volleyball who pose a risk.

Policy Statement

It is Sask Volleyball's policy that:

- a) All positions will have a clear set of guidelines about appropriate behavior and conduct.
- b) Individuals in designated categories will be screened using PRCs (Police Records Check) and the Screening Disclosure Form.
- c) Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the staff or volunteer position.
- d) Sask Volleyball will not knowingly place in a designated category an individual who has a conviction for a 'relevant offence', as defined in this policy. 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 Sask Volleyball, an athlete or member of Sask Volleyball, through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve a person's participation in a designated category.
- e) If a person in a designated position subsequently receives a conviction for, or is found guilty of, a relevant offence, they will report this circumstance immediately to Sask Volleyball.
- f) If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their designated positions and maybe subject to further discipline in accordance with Sask Volleyball's Discipline and Complaints Policy.

Scope

Not all individuals associated with Sask Volleyball will be required to undergo screening through a PRC and Screening Disclosure Form, as not all positions pose a risk of harm to Sask Volleyball or to its members. Sask Volleyball will determine, as a matter of policy, which designated categories of individuals will be subject to screening.

For the purposes of this policy, 'designated categories' are those classes of persons who work closely with athletes and who occupy positions of trust and authority within Sask Volleyball. Such designated categories include:

- a) Employees
- b) Board Members
- c) Provincial Team Personnel or Volunteer
- d) Sask Volleyball Event Personnel or Volunteer
- e) Club Team or Sanctioned Event Personnel or Volunteer

Application

Responsibility

The implementation of this policy is the responsibility of the Executive Director. The exception to this is for the hiring of the Executive Director, in which case the implementation of the policy is the responsibility of the Board of Directors.

Procedure

Each person subject to this policy will obtain and submit a PRC from their local Police Service or by using the Screening Disclosure Form and a letter of good standing from the person's previous volleyball organization in the case of a transfer from out of province or country to Sask Volleyball.

Any relevant documents will be submitted to Sask Volleyball, via Sask Volleyballs online registration system, or via mail c/o the Executive Director at its head office in an envelope marked "Confidential".

Individuals who do not submit a PRC or Screening Disclosure Form and letter of good standing, if required, will receive a notice to this effect and will be informed that their application will not proceed until such time as the PRC or Screening Disclosure Form and letter of good standing, if required, is received.

The Executive Director will receive and review all PRCs, and Screening Disclosure Forms and letters of good standing, if required, and determine whether the individual's PRC, or Screening Disclosure Form and letter of good standing, if required, reveal a relevant offence.

Subsequent to its' review of a PRC, or Screening Disclosure Form and letter of good standing, if required, the Executive Director may:

- a) Approve or deny an individual's participation in a designated category; or

b) Approve an individual's participation in a designated category subject to terms and conditions as the Screening Committee deems appropriate.

If an individual's PRC, or Screening Disclosure Form and letter of good standing, if required, does not reveal a relevant offence, the Executive Director will return or destroy the original PRC, or Screening Disclosure Document and letter of good standing.

If an individual's PRC, or Screening Disclosure Form and letter of good standing, if required, reveals a relevant offence, the Executive Director will render its decision and provide notice to the individual of its decision. After providing notice, the Executive Director will return or destroy the original PRC, or Screening Disclosure Document and letter of good standing.

When the Executive Director denies an individual's participation in a designated category or approves an individual's participation in a designated category subject to terms and conditions, the reasons for such decision will be provided, in writing, to the designated member, and a copy of this decision will be provided to the Board of Directors.

The decisions of the Executive Director 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 Sask Volleyball.

The individual may re-apply for a position in the designated category in the future, submitting a new PRC, or Screening Disclosure Form and letter of good standing, if required.

PRCs are valid for a period of three years, while Screening Disclosure Forms must be completed on an annual basis. Notwithstanding this, the Executive Director may request that an individual in a designated category provide a PRC, or 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.

If an individual has been screened and approved by Volleyball Canada, another Provincial Volleyball Association, or a Sask Volleyball member club, Sask Volleyball will confirm such approval and not require a second screening.

Relevant Offences

For the purposes of this Policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:

- a) If imposed in the last five years:
 - i. Any offence involving the use of a motor vehicle, including but not limited to impaired driving; or
 - ii. Any violation for trafficking and/or possession of drugs and/or narcotics.
 - iii. Any offence involving conduct against public morals;
- b) If imposed in the last ten years:
 - iv. Any crime of violence including but not limited to, all forms of assault; or
 - v. Any offence involving a minor or minors.
- c) If imposed at any time:
 - i. Any offence involving the possession, distribution, or sale of any child-related pornography;
 - ii. Any sexual offence involving a minor or minors; or
 - iii. Any offence involving theft or fraud.

Records

The Executive Director will retain no copies of PRCs and Screening Disclosure Forms, but may retain written records of communication and with individuals whose PRCs or Screening Disclosure 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.



Sask Volleyball Screening Disclosure Form

Please print (for identification purposes only):

NAME: _____
First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS: _____
Street City Province Postal

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

1. Have you ever been convicted of a criminal conviction or been sanctioned by an independent body (sport body, private tribunal, government agency, etc.) for which a pardon has not been granted? Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements as required by the Sask Volleyball's Screening Policy.

Yes _____ No _____ If yes, please describe below:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Age When Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

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

2. Are criminal charges or any other charges, 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: _____

Age When You Allegedly Committed the Crime: _____

Further Explanation: _____

Certification

The answers on this Form are truthful, accurate and complete.

Signature: _____ Date: _____