

# Saskatchewan Rowing Association Screening Policy Addendum

**April 2021**

For further clarification, in addition to the RCA Screening Policy, SRA clubs are to follow the following procedures:

## **RULE OF TWO**

SRA clubs are to ensure their coaches, volunteers, chaperones and other staff, adhere to the following RCA Rule of Two.

<https://rowingcanada.org/uploads/2019/07/RCA-Rule-of-Two-EN.pdf>

## **COACHES AND STAFF**

All coaches, both volunteer and paid, are required to have the necessary coach certification requirements including:

Making Ethical Decisions

Rowing Essentials

Coach Initiation in Sport

RCA Coach training – Learn to Row, RCA or RCA Performance.

All volunteer or paid coaches and staff are hired upon successful completion of a Criminal Record Check with Vulnerable Sector Search. The Criminal Record Check with Vulnerable Sector Search is to be renewed and submitted to the Club every 3 years. RCA has partnered with Sterling Backcheck to ensure quick CRC turnaround at a reasonable cost of \$25 + tax, saving time and money for administration and coaches.

<https://www.sterlingtalentsolutions.ca/landing-pages/r/rowing-canada-aviron/>

## **CHAPERONES**

All parents or guardians wishing to chaperone an away-regatta need to complete a Criminal Record Check with Vulnerable Sector Search prior to the regatta. The completed check needs to be submitted to the designated Club representative for approval by the Club. Only with the Club's approval and after receipt of the Criminal Record check with Vulnerable Sector search will the parent or guardian be an official regatta chaperone for the Club. Upon approval by the Club, the name of the approved chaperone and a copy of the Criminal Record Check with Vulnerable Sector Search will be submitted to the SRA office. The Criminal Record Check remains on file for 3 years and needs to be renewed every 3 years should the parent or guardian wish to continue acting as an official regatta chaperone.

## **CONSISTENT VOLUNTEERS**

All volunteers that help with the Junior program or any other club program on a recurring or regular basis need to be approved by the Club. Such Consistent Volunteers will only act as official volunteers after having passed and submitted a Criminal Record Check with Vulnerable Sector Search to the Club.

## **ADDITIONAL VOLUNTEERS**

All regatta volunteers and other volunteers who help the Club on an occasional basis will be approved by the Club, then entered into the Rowing Canada volunteer software.

All regatta volunteers in charge of driving boats (safety, official, etc.) will submit a copy of their Pleasure Craft License to the Club prior to the regatta.

All volunteers that help with driving a boat trailer need to provide a valid driving license and will be added to the Club insurance policy. Such volunteers will also need to complete driving instruction with the designated Club representative.

## **POLICY REFERENCES**

Additionally, until further notice, any reference to the *Discipline and Complaints Policy* refers to the Saskatchewan Rowing *Discipline and Complaints Policy* found here:

[https://www.saskrowing.ca/uploads/1/2/0/8/120827175/5.\\_discipline\\_\\_\\_complaints\\_policy\\_update\\_2018.pdf](https://www.saskrowing.ca/uploads/1/2/0/8/120827175/5._discipline___complaints_policy_update_2018.pdf)



## ROWING CANADA AVIRON

### SCREENING POLICY

Effective date	April 1 2021
Archived date	-
Date last reviewed	February 2021
Scheduled review date	November 2021
Replaces and/or amends	-
Approved by and date	RCA Board of Directors, February 19, 2021
Appendix(-ces) to this Policy	Appendix A – Screening Requirements Matrix

#### Preamble

1. Rowing Canada Aviron (RCA)<sup>1</sup> and its Members understand that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice amongst sport organizations that provide programs and services to the Canadian sport community, and specifically within rowing clubs and associations.

#### Application of this Policy

2. This Policy applies to all individuals whose position with RCA or a Member is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals.
3. Not all individuals associated with RCA or a Member will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to RCA, Members, or participants. Individuals will be subject to screening requirements as described in the Screening Requirements Matrix found in **Appendix A** of this Policy and shall comply with the screening application requirements as detailed therein. For any information on how to obtain an E-PIC or a VSC, please consult the RCA Safe Sport webpage.

#### Screening Committee

4. The implementation of this Policy is the responsibility of an independent individual appointed by RCA that will function as the Screening Committee for all screening applications received pursuant to this Policy. This independent individual (hereinafter referred to as the "Screening Committee") will possess the requisite skills, knowledge and abilities to accurately assess screening documents and to render decisions under this Policy.

<sup>1</sup> A separate document with term definitions that apply to all RCA Policy is found online and in the RCA Safe Sport Manual.

5. The Screening Committee will carry out its duties in accordance with the terms of this Policy.
6. The Screening Committee is responsible for reviewing all documents submitted with a screening application and, based on the review, making decisions regarding the related appropriateness of individuals filling positions within RCA or the Member, as applicable. 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.

### Screening Requirements

7. A Screening Requirements Matrix is provided as **Appendix A**. All individuals must comply with the requirements detailed therein when first engaged by RCA or a Member and shall respect the renewal requirements indicated in Section 20 below.
8. If an individual subsequently receives a charge, conviction for, or is found guilty of an offense they will report this circumstance immediately to RCA or the Member, as applicable. Additionally, the individual will inform the relevant organization of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
9. If RCA or the Member 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 *Discipline and Complaints Policy*.

### Procedure

10. Individuals must submit the screening documents indicated in Appendix A, according to the category in which they fall, to the Screening Committee. If an individual is uncertain of which category they fall into, they may contact RCA or the Member for assistance.
11. An individual who refuses or fails to provide the necessary screening documents, or makes an incomplete application, will be ineligible for the position sought. The individual will be informed by the Screening Committee that their application and/or position will not proceed until such time as the screening documents are submitted.
12. RCA and its Members understand that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, the organization may permit the individual to participate in the role during the delay, provided that the individual demonstrates that they have initiated the E-PIC or VSC application process. This permission may be withdrawn at any time and for any reason.
13. RCA and its Members recognize 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.
14. The Screening Committee will review all Level 1 and Level 2 screening applications, including any supporting documents and shall make a decision as indicated in Section 15 below. For Level 3 screening applications, the Screening Committee will only review

cases where the individual has made a declaration in their declaration form that may impact whether they can participate in the desired position.

15. Following the review of any Level 1 and Level 2 screening applications, the Screening Committee will decide whether:
  - 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.
16. In making its decision, and where relevant, the Screening Committee will consider the type of offense, date of offense, and relevance of the offense to the position sought.
17. The Screening Committee must decide that an individual has not passed screening if the screening documentation reveals any of the following:
  - a) If imposed in the last three years:
    - i. Any offense involving the use of a motor vehicle (including speeding tickets for excessive speeding), including, but not limited to, impaired driving (unless the individual's role does not involve 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
    - iii. Any offense involving theft or fraud
  - c) If imposed at any time:
    - 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

#### **Conditions and Monitoring**

18. 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.

#### **Young People**

19. When screening Minors, RCA and its Members will:
  - a) Not require the Minor to obtain a VSC or E-PIC; and
  - b) In lieu of obtaining a VSC or E-PIC, require the Minor to submit up to two (2) additional references.
20. Notwithstanding the above, RCA or a Member may ask a Minor to obtain a VSC or E-PIC if the organization suspects the Minor has an adult conviction and therefore has a

criminal record. In these circumstances, the organization will be clear in its request that it is not asking for the Minor's youth record. RCA and its Members understand that they may not request to see a Minor's youth record.

## **Renewal**

21. 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 every year
  - d) A Vulnerable Sector Check once
22. The Screening Committee may request that an individual provide any of the above documents at any time. Such request will be in writing and reasons will be provided for the request.

## **Orientation, Training, and Monitoring**

23. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at the discretion of RCA or the Member, as applicable.
24. Orientation may include, but is not limited to: introductory presentations, facility tours, safe sport policy training, 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.
25. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
26. 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.
27. Monitoring may include but is not limited to: written or oral reports, observations, evaluations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

## **Records**

28. 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.
29. The records kept 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 RCA, by a Member, or by another sport organization

## Appendix A – Screening Requirements Matrix

Level	Description	Requirements	Examples
<b>Level 1</b>	Individual that holds a decision-making position, involved in high risk assignments, occupies position of trust and/or authority, has a supervisory role, directs others, involved with finances, and who have frequent or unsupervised access to Vulnerable Individuals	<ul style="list-style-type: none"> <li>- Complete an Application Form</li> <li>- Complete a Screening Disclosure Form</li> <li>- Complete and provide a VSC</li> <li>- Provide one reference related to the position</li> <li>- Participate in training, orientation, and monitoring as determined by the organization</li> <li>- Provide a driver's abstract, if requested</li> </ul>	Organizational staff, Case Managers, full-time coaches, coaches that travel with athletes, coaches that could be alone with athletes
<b>Level 2</b>	Athletes and individuals with direct athlete contact, 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	<ul style="list-style-type: none"> <li>- Complete an Application Form</li> <li>- Complete a Screening Disclosure Form</li> <li>- Complete and provide an E-PIC</li> <li>- Provide one reference related to the position</li> <li>- Participate in training, orientation, and monitoring as determined by the organization</li> <li>- Provide a driver's abstract, if requested and relevant to the position</li> </ul>	Athletes, coaches, training staff, Athlete support personnel, Non-coach employees or managers, Directors, Coaches who are typically under the supervision of another coach, Umpires, Event organizing committee
<b>Level 3</b>	Individuals with no direct contact with athletes, involved in low risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Individuals	<ul style="list-style-type: none"> <li>- Complete an Application Form</li> <li>- Complete a Screening Disclosure Form</li> <li>- Participate in training, orientation, and monitoring as determined by the organization</li> </ul>	Certain staff and board members, certain volunteers, Parents, youth, or volunteers who are helping out on a non-regular or informal basis