



Speed Skating PEI Screening Policy

1. Definitions:

The following terms have these meanings in this Policy:

- a) "Association" – Speed Skating PEI (Speed Skate PEI Inc.)
- b) "Criminal Record Check (CRC)" – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
- c) "Vulnerable Sector Check (VSC)" – a detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, local police information, and the Pardoned Sex Offender database
- d) "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

2. Preamble:

The Association understands that screening personnel and volunteers is a vital part of providing a safe sporting environment and is a common practice among sport Associations that provide programs and services to the community.

3. Application of this Policy:

- a) This policy applies to all individuals whose position with the Association is one of trust or authority which may relate to, at a minimum: finances, supervision, or care of vulnerable individuals.
- b) Not all individuals associated with the Association will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to the Association or to its participants.
- c) The Association's screening committee will determine which individuals will be subject to screening using the following guidelines (the Association may vary the guidelines at its discretion):



Level 1 – Low Risk –

Individuals involved in low-risk activities who are not in a supervisory role, do not direct others, are not responsible for finances, and do not have unsupervised access to vulnerable individuals.

Examples:

- a) Parents assisting occasionally at events or activities
- b) Youth volunteers
- c) Individuals helping on a non-regular or informal basis

Level 2 – Medium Risk – Individuals involved in medium risk activities who may have limited supervisory responsibilities, may direct others, may have limited financial responsibilities and/or who may have supervised or occasional access to vulnerable individuals.

Examples:

- a) Athlete support personnel
- b) Non-coach employees or managers
- c) SSPEI Directors
- d) Volunteer directors without direct athlete supervision
- e) Officials
- f) Coaches who are typically supervised by another coach

Level 3 – High Risk – Individuals involved in high-risk assignments who occupy positions of trust and/or authority, have primary supervisory responsibility, exercise decision-making authority, have significant financial responsibilities, and who have frequent or unsupervised access to vulnerable individuals.

Examples:

- a) Full time coaches
- b) Assistant coaches (when full-time coach is away and they are in charge)
- c) SSPEI Officers (President, Vice President, Past-President, Treasurer and Secretary)
- d) Coaches/Managers who travel with athletes
- e) Coaches/Managers who could be alone with athletes
- f) Individuals with primary responsibility for athlete welfare or safety

Athletes Screening Committee / Screening Requirements

- a) The implementation of this policy is the responsibility of the Association's Screening Committee which is a committee of three (3) members appointed by the Association's board of directors.
- b) The board of directors will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately screen documents and render decisions under this policy.
- c) The Screening Committee shall perform its duties independently of the Board and in accordance with this Policy. (If a concern or issue arises when reviewing a volunteer's document, the committee reserves the right to request assistance / input from the SSPEI Board)
- d) The Screening Committee is responsible for reviewing all required screening documents and determining an individual's suitability for positions within the Association. In carrying out its responsibilities, the committee may consult with independent experts including legal counsel, law enforcement representatives,



risk management professionals, volunteer screening specialists, or any other qualified individuals.

Screening Requirements

Individuals engaged by the Association must meet the following screening requirements based on their designated level of risk:

a) Level 1 individuals must:

- a) Participate in training, orientation, and monitoring as required by the Association

b) Level 2 individuals must:

- a) Complete an Application Form (Appendix A)
- b) Complete a Screening Disclosure Form (Appendix B) (for years where no CRC/VSC is updated)
- c) Complete and provide CRC and a VSC
- d) Provide two (2) character references when the individual is not known to a Club member or Board member in good standing, or when required by a two-thirds (2/3) majority of the Screening Committee.
- e) Participate in training, orientation, and monitoring as required by the Association.

c) Level 3 individuals must:

- a) Complete an Application Form (Appendix A)
- b) Complete a Screening Disclosure Form (Appendix B) (for years where no CRC/VSC is updated)
- c) Complete and provide CRC and a VSC
- d) Provide two (2) character references when the individual is not known to a Club member or Board member in good standing, or when required by a two-thirds (2/3) majority of the Screening Committee;
- e) Participate in training, orientation, and monitoring as determined by the Association; and



- f) Provide a current driver's license where the position involves operating a motor vehicle on behalf of the Association or transporting participants. Required, only if transporting vulnerable individuals on behalf of SSPEI.

Ongoing Disclosure Requirement

- a) If an individual is charged with, convicted of, or found guilty of an offense after completing the screening process, they must immediately disclose the matter to the Association. Individuals must also promptly report any change in circumstances that would affect the accuracy of the information provided in their Screening Disclosure Form.

Young People

- a) The Association defines a young person as someone who is younger than 18 years old. (Level 1 Screening)
- b) The Association will not require the young person to obtain a CRC or VSC. For example, athletes under 18 assisting with First Strides and Fast Strides programming.

Renewal

Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit a CRC, Screening Disclosure Form, VSC, are required to submit the documents as follows:

- a) A CRC and VSC every 3 years
- b) A Screening Disclosure Form every year except the year they produce a new, updated CRC/VSC.

Note: 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

- a) The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, and the role they are volunteering for at the Association's discretion.
- b) Orientation may include, but is not limited to: introductory presentations, NCCP courses, (e.g. Rule of Two, Making Ethical Decisions, Making Headway in Sport) facility tours, equipment demonstrations, parent/athlete meetings, meetings with colleagues and supervisors, orientation sessions, and increased supervision during initial tasks or initial period of engagement.

Training and Monitoring

- a) Training may include certification courses, online learning, mentoring, workshops, webinars, on-site instruction, and peer feedback, as determined by the Association.
- b) Upon completion of orientation and training, individuals will be followed up with by coaching coordinator.
- c) Monitoring may include written or verbal reports, observations, supervision, site visits, and other measures deemed appropriate by the Association.

How to Obtain a CRC or VSC

- a) Individuals may only obtain a CRC and VSC by visiting a local law enforcement office in the jurisdiction of which they reside, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork.
- b) Fingerprinting may be required by the issuing authority to verify an individual's identity.
- c) The Association understands that it may be required to assist an individual with obtaining a CRC and VSC. The Association will provide the individual with a letter requesting the CRC and VSC from the RCMP or City Police, so there will be no charge for this service. This letter will also describe the nature of the Association and the individual's role with vulnerable individuals.
- d) Screening documents must be submitted to the Screening Committee Chair or their designate. The Association will maintain and update contact information for screening submissions as required.
- e) Individuals who do not provide the required screening documentation will not be eligible to assume the position until all requirements have been satisfied.



Note: Recognizing that processing times for CRCs and VSCs may vary, the Association may, at its discretion, permit an individual to begin participating in a role pending completion of the screening process, subject to appropriate supervision and risk management measures.

The Screening Committee will review all screening information and exercise reasonable judgment and discretion in assessing an individual's suitability for the position.

Committee Review:

Following its review, the Screening Committee may determine that:

- a) the individual is approved for the position;
- b) the individual is approved for the position subject to conditions;
- c) additional information is required before a decision can be made; or
- d) the individual is not approved for the position.

In making its decision, the Screening Committee will consider factors including:

- a) the nature and seriousness of any offense;
- b) the date of the offense and evidence of rehabilitation;
- c) the relevance of the offense to the duties of the position; and
- d) any other information relevant to participant safety and associational risk.

Disqualifying Offenses

An individual will not be approved for a position where the Screening Committee determines that the information disclosed presents an unacceptable risk to participants, the Association, or its operations.

Such information may include, but is not limited to:

- a) offenses involving violence, abuse, neglect, exploitation, or harm to another person;



- b) offenses involving minors or vulnerable persons;
- c) sexual offenses;
- d) offenses involving child pornography or the exploitation of children;
- e) offenses involving fraud, theft, or breach of trust;
- f) serious drug trafficking offenses; or
- g) repeated or serious impaired driving offenses where the position involves driving responsibilities.

Conditions and Monitoring

Where appropriate, the Screening Committee may approve an individual subject to conditions. The nature, duration, and monitoring of any conditions will be determined by the Screening Committee and may be amended or removed at its discretion.

Records and Confidentiality

All screening records will be maintained confidentially and will only be disclosed where required by law or for the purposes of legal, disciplinary, or administrative proceedings. This will be electronically stored in SSPEI's database, original returned to volunteer.

The Association may retain records related to the screening process, including:

- a) CRCs, VSCs, and Screening Disclosure forms (for a period of three years)
- b) records of any conditions imposed by the Screening Committee; and
- c) records of disciplinary findings or sanctions imposed by the Association or another recognized sport Association.