



**Climbing Escalade Canada ("the CEC")
Screening Policy**

1. Definitions

1.1 The following terms have these meanings in this Policy:

<i>Athlete Support Personnel</i>	Individuals who may be engaged from time to time to provide certain support or instruction to athletes including, without limitation, therapists, instructors and team managers.
<i>Criminal Record Check (CRC)</i>	A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions.
<i>Local Police Information (LPI)</i>	Conviction and selected non-conviction information in national and local police data sources which may be relevant to the position sought.
<i>Enhanced Police Information Check (E-PIC)</i>	A Criminal Record Check plus a search of Local Police Information.
<i>Vulnerable Sector Check (VSC)</i>	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.
<i>Vulnerable Individuals</i>	Includes Minors and vulnerable adults (people who, because of age, disability or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority).

Capitalized terms not otherwise defined herein, shall have the meaning ascribed to them in the CEC's Interpretation Policy.

2. Preamble

2.1 This Policy forms part of the CEC's Safe Sport Manual. Climbing Escalade Canada (CEC) understands that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the community.

3. Application of this Policy

3.1 This Policy applies to all individuals whose position with CEC is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals.

- 3.2 Not all individuals associated with CEC will be required to obtain a Criminal Record Check or submit screening documents because not all positions pose a significant risk of harm to CEC or to its participants. CEC will determine which individuals will be subject to screening using the following guidelines (CEC may vary the guidelines at their discretion):

Level 1 – Low Risk - Individuals involved in low risk assignments who are not in a supervisory role, not directing others, not involved with finances, and do not have unsupervised access to Vulnerable Individuals. Examples may include:

- a) CEC committee members; and
- b) Certain event volunteers.

Level 2 – Medium Risk – Individuals involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with finances, or who may have limited access to Vulnerable Individuals. Examples may include:

- a) Certain Athlete Support Personnel;
- b) National Team Assistant Coaches who are typically under the supervision of another National Team Coach; and
- c) Officials;
- d) Certain CEC employees.

Level 3 – High Risk – Individuals involved in high risk assignments who occupy positions of trust or authority, have a supervisory role, direct others, are involved with finances, or who have frequent or unsupervised access to Vulnerable Individuals. Examples may include:

- a) National Team Head Coaches;
- b) National Team Assistant Coaches who are not typically under the supervision of another National Team Coach;
- c) Certain Athlete Support Personnel including, without limitation, those who travel with Athletes or who could be alone with Athletes; and
- d) Directors, Officers and certain CEC employees.

4. Screening Committee

- 4.1 The implementation of this policy is the responsibility of the CEC's Screening Committee which is a committee of either one (1) or three (3) members appointed by the CEC's Board of Directors. CEC will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately screening documents and render decisions under this Policy.
- 4.2 The Screening Committee will carry out its duties, in accordance with the terms of this policy.
- 4.3 The Screening Committee is responsible for reviewing all documents submitted and, based on the review, making decisions regarding the appropriateness of individuals filling positions within CEC. 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.

5. Screening Requirements

- 5.1 When an individual is engaged by the CEC, the Screening Committee will determine, at its sole discretion, whether such individual will be subject to Level 1, Level 2 or Level 3 procedures. Upon such determination:
- 5.1.1 Level 1 individuals will:
- Complete an Application Form (attached hereto as Appendix A)

- Complete a Screening Disclosure Form (attached hereto as Appendix B)
- Participate in training, orientation, and monitoring as determined by CEC

5.1.2 Level 2 individuals will:

- Complete an Application Form (attached hereto as Appendix A)
- Complete a Screening Disclosure Form (attached hereto as Appendix B)
- Complete and provide an E-PIC
- Participate in training, orientation, and monitoring as determined by CEC
- Provide one letter of reference related to the position, if requested by CEC
- Provide a driver's abstract, if requested by CEC

5.1.3 Level 3 individuals will:

- Complete an Application Form (attached hereto as Appendix A)
- Complete a Screening Disclosure Form (attached hereto as Appendix B)
- Complete and provide an E-PIC and a VSC
- Participate in training, orientation, and monitoring as determined by the CEC
- Provide one letter of reference related to the position, if requested by CEC
- Provide a driver's abstract, if requested by CEC

5.2 If an individual engaged by the CEC subsequently receives a criminal charge, conviction for, or is found guilty of, a criminal offense, they will report this circumstance immediately to CEC. In addition, individuals engaged by the CEC will inform the organization of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.

5.3 If CEC 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 CEC's *Discipline and Complaints Policy*.

6. Young People

6.1 CEC defines a young person as someone who is younger than 18 years old. When screening young people, CEC will:

- Not require the young person to obtain a VSC or E-PIC; and
- In lieu of obtaining a VSC or E-PIC, the young person may be required to submit up to two (2) additional letters of reference.

6.2 Notwithstanding the above, CEC may ask a young person to obtain a VSC or E-PIC if CEC reasonably suspects the young person has an adult conviction and therefore has a criminal record. In these circumstances, CEC will be clear in its request that it is not asking for the young person's youth record. CEC understand that they may not request to see a young person's youth record.

7. Renewal

7.1 Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals who are subject to the Level 3 screening procedure are required to submit the documents as follows:

- An E-PIC every three (3) years;
- A Screening Disclosure Form every three years;
- A Screening Renewal Form (attached hereto as Appendix C) every year; and
- A Vulnerable Sector Check once.

7.2 At any time, and from time to time, the Screening Committee may re-open an individual's file for

additional screening if it becomes aware of new information that, in the sole discretion of CEC, could affect the assessment of the individual's suitability for participation in CEC's programs or activities.

8. Orientation, Training, and Monitoring

- 8.1 The type and amount of required orientation, training, and monitoring for each individual will be determined by the CEC, on a case by case basis, based on the individual's position and with the CEC and experience.
- 8.2 Orientation may include, but is not limited to: introductory presentations, facility tours, 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.
- 8.3 Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
- 8.4 At the conclusion of any orientation or training, the individual will be required to acknowledge, in written form, that they have received and completed the orientation and training.
- 8.5 Monitoring may include but is not limited to: written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

9. How to Obtain an E-PIC or VSC

- 9.1 CEC has joined the Coaching Association of Canada's Responsible Coaching Movement and therefore has access to the E-PIC at a discounted rate. Individuals can obtain an E-PIC via https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_ace/
- 9.2 In Ontario, CEC understands that the *Police Record Checks Reform Act, 2015* requires the individual to consent in writing before requesting a criminal record check (such as an E-PIC). The Act also requires the individual to consent in writing for any disclosure of the results to the requesting organization.
- 9.3 For BC-based organizations and/or individuals located in BC, CEC understands that the process for obtaining a Criminal Record Check is different than in other provinces and territories and that sections of this policy relating to obtaining a Criminal Record Check may not apply. In such cases, the Screening Committee will provide Individuals with directions pursuant to the following website: <https://www.viasport.ca/resource/free-criminal-record-check-procedure>
- 9.4 Individuals may only obtain a VSC 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. Individuals are responsible for paying any fees associated with obtaining a VSC.
- 9.5 CEC understands that it may be required to assist an individual with obtaining a VSC. CEC may need to submit a Request for VSC (**Appendix D**) or complete other documentation describing the nature of the organization and the individual's role with vulnerable individuals. CEC will co-operate with individuals in submitting the necessary documents for individuals to obtain their VSCs.

10. Procedure

- 10.1 Screening documents must be submitted to the Screening Committee.

- 10.2 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 or position, as applicable, will not proceed until such time as the screening documents are submitted.
- 10.3 CEC understands that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, CEC may permit individuals to participate in the role on an interim basis while the results of an E-PIC or VSC are being obtained. This permission may be withdrawn by the CEC at any time at the discretion of the CEC.
- 10.4 CEC 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 or may not show details of a specific offense and 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.
- 10.5 Following a review of the screening documents, the Screening Committee will determine:
- 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 before making a determination about the individual's suitability for the position.
- 10.6 In making its decision, the Screening Committee will consider the type of offense, date of offense, and relevance of the offense to the position sought.
- 10.7 The Screening Committee must decide that an individual has not passed screening if the screening documentation reveals any of the following:
- a) A conviction in the last three years relating to:
 - i. Any offense for possession of prohibited substances
 - ii. Any offense involving conduct against public morals
 - iii. Any offense involving theft or fraud
 - b) A conviction at any time relating to any of the following Criminal Code offenses
 - i. Any offense of physical or psychological violence:
 - ii. Any offense involving trafficking of illegal drugs
 - iii. Any offense involving the possession, distribution, or sale of any child-related pornography
 - iv. Any offense involving a minor or minors
 - v. Any sexual offense

11. Conditions and Monitoring

- 11.1 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 provided certain conditions are imposed. The Screening Committee shall have the discretion to apply and remove conditions, determine the length of time for the imposition of conditions, and determine the means by which adherence to conditions may be monitored.

12. Records

- 12.1 All records obtain or created as part of the screening process will be maintained in a secure and

confidential manner and will not be disclosed except as required by law, or for use in legal, quasi-legal, or disciplinary proceedings.

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Pages: 6 (+5 Appendix A-B-C-D)

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Appendix A – Application Form

Note: Individuals who are applying to volunteer or work within certain positions with CEC 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 CEC, a new Application Form must be submitted.

NAME: _____
First Middle Last

CURRENT PERMANENT ADDRESS:

Street City Province Postal

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

EMAIL: _____ **PHONE:** _____

POSITION SOUGHT: _____

By signing this document below, I agree to adhere to the policies and procedures of Climbing Escalade Canada, including but not limited to CEC's *Code of Conduct and Ethics*, *Conflict of Interest Policy*, *Privacy Policy*, and *Screening Policy*. Policies are located at the following link: <http://climbingcanada.ca/en/cec-policies-rules-guidelines/>

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.

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

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

CLIMBING FACILITY/CLUB (if applicable): _____ **EMAIL:** _____

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

1. Have you been convicted of a crime? If so, please complete the following information for each conviction. Attach additional pages as necessary.

Name or Type of Offense: _____

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 (e.g., private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position? If so, 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? If so, please complete the following information for each pending charge or sanction. Attach additional pages as necessary.

Name or Type of Offense: _____

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 Climbing Escalade Canada (CEC) 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 Check* (when permitted by law) for the purposes of screening, implementation of the CEC's *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial/Territorial Sport Organizations, Climbing Facilities and Clubs, and other organizations involved in the governance of sport. CEC do 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 CEC 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 – Screening Renewal Form

NAME: _____
First Middle Last

CURRENT PERMANENT ADDRESS:

Street City Province Postal

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

EMAIL: _____ **PHONE:** _____

By signing this document below, I certify that there have been no changes to my criminal record since I last submitted an *Enhanced Police Information Check* and/or *Vulnerable Sector Check* and/or *Screening Disclosure Form* to Climbing Escalade Canada (CEC). I further certify that there are no outstanding charges and warrants, judicial orders, peace bonds, probation or prohibition orders, or applicable non-conviction information, and there have been no absolute and conditional discharges.

I agree that any *Enhanced Police Information Check* and/or *Vulnerable Sector Check* and/or *Screening Disclosure Form* that I would obtain or submit on the date indicated below would be no different than the last *Enhanced Police Information Check* and/or *Vulnerable Sector Check* and/or *Screening Disclosure Form* that I submitted to CEC. I understand that if there have been any changes, or if I suspect that there have been any changes, it is my responsibility to obtain and submit a new *Enhanced Police Information Check* and/or *Vulnerable Sector Check* and/or *Screening Disclosure Form* to the Screening Committee instead of this form.

I recognize that if there have been changes to the results available from the *Enhanced Police Information Check* and/or *Vulnerable Sector Check* and/or *Screening Disclosure Form*, and that if I submit this form improperly, then I am subject to disciplinary action and/or the removal of volunteer responsibilities or other privileges at the discretion of the Screening Committee.

NAME (print): _____ **DATE:** _____

SIGNATURE: _____



Appendix D – Request For Vulnerable Sector Check

INTRODUCTION

Climbing Escalade Canada (CEC) is requesting a Vulnerable Sector Check for _____ [insert individual's full name] who identifies as a _____ [insert gender identity] and who was born on _____ [insert birthdate].

DESCRIPTION OF ORGANIZATION

Climbing Escalade Canada is a not-for-profit national organization for the sport of sport climbing.

[Insert additional description]

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.

[Insert additional information re: type and number of vulnerable individuals, frequency of access, etc.]

CONTACT INFORMATION

If more information is required from Climbing Escalade Canada, please contact the Screening Committee Chair:

[Insert information for Screening Committee Chair]

Signed: _____ Date: _____