



# Screening Policy

## Definitions

1. The following terms have these meanings in this Policy:
  - a. **“Individuals”** – Registered Participants as defined in Volleyball Canada’s Bylaws, as well as all individuals employed by, or engaged in activities with, Volleyball Canada including, but not limited to, athletes, coaches, volunteers, managers, administrators, committee members, health care workers, Directors and Officers of Volleyball Canada; parents/guardians, and spectators at events;
  - b. **“Vulnerable Individuals”** – Includes Children / Youth (people under the age of 18 years old) and Vulnerable Adults (people 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);
  - c. **“Active Members”** – As defined in its Bylaws as the Provincial and Territorial Volleyball Associations.
  - d. **“Criminal Record Check”** – A process conducted by police or a third party that verifies whether an Individual has a criminal record and provides the applicant with the detailed information that can be legally disclosed.
  - e. **“Vulnerable Sector Check”** – An enhanced search by the police which searches for the existence of any pardoned sex offenses.

## Policy Statement

2. Volleyball Canada is committed to creating and maintaining a sport and work environment in which all Individuals are treated with a safe and positive environment within its programs, activities and events.

## Purpose

3. Volleyball Canada believes that everyone in the sport has the right to enjoy the sport at whatever level or position they participate. Athletes, coaches, officials, and volunteers have the right to participate in a safe and inclusive training and competitive environment that is free of abuse, harassment or discrimination.

## Scope and Application

4. This Policy applies to all Individuals, relating to conduct that may arise during the course of Volleyball Canada’s business, activities and events, including but not limited to; the office environment, competitions, practices, tournaments, training camps, social media, travel, and any work related meetings.
5. 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.
6. Volleyball Canada recognizes the critical role of the clubs, regions and Provincial Sections in the delivery of Safe Sport Environment program initiatives.



## **Provisions**

7. Volleyball Canada is committed to providing an environment in which all Individuals are treated with respect, and supports equal opportunity, while prohibiting discriminatory practices. Volleyball Canada will not tolerate any form of abuse.
8. Volleyball Canada understands that screening Individuals is a vital part of providing a safe sporting environment.
9. Individuals who coach, volunteer, officiate, deliver developmental programs, are affiliated with national teams, accompany an Volleyball Canada team to an event or competition, are paid staff, or otherwise engage with Vulnerable Individuals involved with Volleyball Canada will be screened according to the organization's *Screening Policy*.
10. Volleyball Canada will use the *Screening Policy* to determine the level of trust, authority, and access that each Individual has with Vulnerable Individuals. Each level of risk will be accompanied by increased screening procedures which may include the following, singularly or in combination:
  - a) Completing an Application Form for the position sought (which includes alerting Individuals that they must agree to adhere with the organization's policies and procedures (including Volleyball Canada's *Abuse Policy* and *Screening Policy*)
  - b) Completing a Screening Declaration Form
  - c) Providing letters of reference
  - d) Providing a Criminal Record Check ("CRC") and/or Vulnerable Sector Check ("VSC")
  - e) Providing a driver's abstract (for Individuals who transport Vulnerable Individuals)
  - f) Other screening procedures, as required
11. An Individual's failure to participate in the screening process, or pass the screening requirements will result in the Individual's ineligibility for the position sought. Individuals
12. Volleyball Canada will regularly monitor those Individuals who have access to, or interact with, Vulnerable Individuals. The monitoring will be based on the level of risk, as described in the *Screening Policy*.

## **Criminal Record Check (CRC)**

13. A CRC will be required by all Volleyball Canada Staff.
14. CRC's can be done using an Individual's name and date of birth. When a name and date of birth check matches another Individual, fingerprints will be required to verify an Individual's identity.
15. A satisfactory CRC is either:
  - a. Confirmation from the police or third party provider that no criminal records exists, and/or
  - b. That any existing convictions and/or charges are not relevant to the position, as determined by Volleyball Canada.



### **Vulnerable Sector Check (VSC)**

16. A VSC will be required by all Individuals who are working with Vulnerable Individuals, including, but not limited to minors or persons with a disability.
17. Volleyball Canada will provide a letter on official letterhead stating an Individual has been asked for a VSC for the purpose of volunteering
18. Applicants under the age of 18 do not qualify for a VSC.
19. The following is a list of non-exhaustive examples that are considered to be relevant offenses:
  - a. Any sexual offense
  - 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 offense involving theft or fraud
  - f. Any offense involving a minor or minors

### **Criminal Convictions**

20. A conviction for any of the following Criminal Code offenses could result in removal from a an Individuals designated position, competitions, programs, activities and events, including, but not limited to:
  - 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
  - f. Any offense involving theft or fraud

### **Safeguards**

21. Security safeguards will be implemented to ensure all personal information is protected from theft as well as unauthorized access, disclosure, copying, use or modification thereof.

### **Communications**

22. This Policy must be effectively communicated to all those who are responsible for upholding and implementing the Policy.

### **Review**

23. This Policy will be reviewed at least once every two years, or as decided by the Chief Executive Officer and/or the Volleyball Canada Board of Directors.
24. This Policy will next be reviewed in July 2020.

### **Approval**

25. This Policy was approved by the Volleyball Canada Board of Directors on 6 November 2018.