

## SCREENING

### Definitions

1. The following terms have these meanings in this Policy:
  - a) “*Criminal Record Check (CRC)*” – A search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record
  - b) “*Vulnerable Sector Verification (VSV)*” – a detailed check that includes a search of the RCMP National Repository of Criminal Records, local police information, and the Pardoned Sex Offender database

The Ottawa Bicycle Club (OBC) understands that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among sport OBCs that provide programs and services to the community.

This Policy applies to all individuals whose position with the OBC is one of trust or authority which may relate to, at a minimum, finances, supervision, young people, or people with a disability.

Not all individuals associated with the OBC will be required to obtain a CRC or submit a Screening Disclosure Form because not all positions pose a risk of harm to the OBC or to its participants. The OBC will determine which individuals will be subject to screening using the following guidelines (variations from the guidelines are at the sole discretion of the OBC):

Level 1 – Low Risk - Individuals involved in low risk assignments are those who are not in a supervisory role, not directing others, not involved with financial/cash management, and/or do not have access to minors or people with a disability. Examples:

- a) Parents, youth, or volunteers who are helping out on a non-regular informal basis

Level 2 – Medium Risk – Individuals involved in medium risk assignments are those who may be in a supervisory role, may direct others, may be involved with financial/cash management, and/or who may have limited access to minors or people with a disability. Examples:

- a) Assistant coaches or volunteer head coaches of a club
- b) Athlete support personnel
- c) Coaches who are typically under the supervision of another coach

Level 3 – High Risk – Individuals involved in high risk assignments are those who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with financial/cash management, and who have access to minors or people with a disability. Examples:

- a) Full time coaches
- b) Coaches who travel with athletes
- c) Coaches who could be alone with athletes

Level 1 individuals will:

- i. Complete an Application Form (Annex A) indicating that the individual has read and understands the OBC's policies and procedures
- ii. Participate in orientation sessions as determined by the OBC

Level 2 individuals will:

- iii. Complete and provide a CRC \*\*
- iv. Complete an Application Form indicating that the individual has read and understands the OBC's policies and procedures
- v.

Level 3 individuals will:

- vi. Complete and provide a VSV \*\*

- vii. Complete a Screening Disclosure Form (Annex B)
- viii. Complete an Application Form indicating that the individual has read and understands the OBC's policies and procedures

Failure to participate in the screening process as outlined in this policy will result in the individual's ineligibility for the position sought.

If an individual subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to the OBC.

If an individual provides falsified or misleading information, the individual will immediately be removed from their position and may be subject to further disciplinary action in accordance with the OBC's *Discipline and Complaints Policy*.

\*\*Contact the Ottawa Police Service (OPS) for details on how to obtain a CRC/VSV

## **Procedure**

Where applicable, individuals are required to submit:  
a Criminal Record Check every three years  
a Screening Disclosure Form every three years  
a Vulnerable Sector Verification once

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The Board may determine that incidents revealed on an individual's screening documents (not including incidents defined as 'Criminal Convictions' or 'Offenses', below) may allow the individual to pass the screening process and participate in a desired position with conditions imposed. The Board may apply and remove conditions at its discretion, and will determine the means by which adherence to conditions may be monitored

Provided a pardon has not been granted, the following examples are considered to be offenses:

If imposed in the last five years:

Any offense involving the use of a motor vehicle, including but not limited to impaired driving

Any offense for trafficking and/or possession of drugs and/or narcotics

Any offense involving conduct against public morals

If imposed in the last ten years:

Any crime of violence including but not limited to, all forms of assault

Any offense involving a minor or minors

b) If imposed at any time:

Any offense described in the 'Criminal Convictions' section of this Policy

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.

The records kept by the OBC as part of the screening process include but are not limited to:

The individual's Vulnerable Sector Verification

The individual's Criminal Record Check (for a period of three years)

The individual's Screening Disclosure Form (for a period of three years)

The individual's Application form

Records of any conditions attached to an individual's registration by the Screening Committee

Records of any discipline applied to any individual by the OBC or by the Ontario Cycling Association

[OBC]

**Annex A: Application Form - Ottawa Bicycle Club**

**NAME:** \_

First

Middle

Last

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**CURRENT PERMANENT ADDRESS:**

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Street

City

Province

Postal

**DATE OF BIRTH:** \_

Month/Day/Year

-

**EMAIL:**

I have read and understand the Bylaws and Policies of the Ottawa Bicycle Club, as available in the "Members' tab of the OBC website ([ottawabicycleclub.ca/Members](http://ottawabicycleclub.ca/Members))

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Signed

Date

**Confidential**

Annex B: Screening Disclosure Form – Ottawa Bicycle Club

**NAME:** \_\_\_\_\_  
First Middle Last

**OTHER NAMES YOU HAVE USED:** \_\_\_\_\_

**CURRENT PERMANENT ADDRESS:**

[08]

Street/# City Province Postal Code

DATE OF BIRTH: \_  
Month/Day/Year

**EMAIL:** \_\_\_\_\_

**GENDER IDENTITY:** \_\_\_\_\_

**Note: Failure to disclose a conviction/sanction may be considered an intentional omission and subject to failure of screening requirements as required by the OBC's *Screening Policy*.**

1. **Have you ever been convicted of a crime?**

Yes \_\_\_\_\_

No \_\_\_\_\_ If yes, please describe below for each conviction:

Name or Type of Offense: \_\_\_\_\_

Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_

Year Convicted: \_\_\_\_\_

Penalty or Punishment Imposed: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

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2. **Are criminal charges or any other sanctions, 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: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

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3. **Have you ever been subject to a lawsuit relevant to coaching or to sports in general?** Yes No\_\_\_If yes,

\_\_\_\_\_ please describe each finding, judgment or ruling below:

Court Finding:\_\_\_ Out of Court Settlement:\_\_\_\_\_

Type of Offense or Finding: \_\_\_\_\_

Year of Offense or Settlement: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

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4. **Have you ever been subject to a settlement agreement, plea bargain, charges stayed, etc relevant to coaching or to sports in**

**general?** Yes \_\_\_ No \_\_\_\_ If yes, please describe below:

Court Finding:\_\_\_ Out of Court Settlement:\_\_\_

Type of Offense or Finding: \_\_\_\_\_

Year of Offense or Settlement: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

\_\_\_\_\_

5. **Have you ever been dismissed from a coaching position?**

Yes \_\_\_\_\_ No \_\_\_\_ If yes, please describe below:

Name of applicable OBC: \_\_\_\_\_

Date of Dismissal: \_\_\_\_\_

Reason for Dismissal: \_\_\_\_\_

\_\_\_\_\_

6. **Have you ever been disciplined or sanctioned by an international sport body, by a National sport governing body outside Canada, or by any other body within Canada that governs any sport?**

Yes \_\_\_\_\_ No \_\_\_\_ If yes, please describe below and provide a copy of the decision:

Name of applicable OBC: \_\_\_\_\_

Date of Discipline or Sanction: \_\_\_\_\_

Reason for Discipline or Sanction: \_\_\_\_\_

\_\_\_\_\_

7. **Have you ever been disciplined or sanctioned by an independent body (sport body, private tribunal, government agency, etc.)?**

Yes \_\_\_\_\_

No \_\_\_\_\_ If yes, please describe below:

Name or Type of Offense: \_\_\_\_\_

Name and Independent Body: \_\_\_\_\_

Year Convicted: \_\_\_\_\_

Penalty or Punishment Imposed: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**Certification**

I hereby certify that the information contained in this application is accurate, correct, truthful and complete.

I further certify that I will immediately inform the OBC of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in termination of membership and/or further discipline.

Signature:

Date: \_\_\_\_\_

\_\_\_\_\_

## PRIVACY STATEMENT

***By completing and submitting this Screening Disclosure Form, you consent and authorize the OBC to collect, use and disclose your personal information, including all information provided on the Screening Disclosure Form, Criminal Record Check and/or Vulnerable Sector Verification for the purposes of screening, implementation of the OBC's Screening Policy, administering membership services and communicating with National Sport OBCs, Provincial Sport OBCs, Sport Clubs, and other OBCs involved in the governance of the sport. The OBC does not distribute personal information for commercial purposes.***