

Kingston Impact Background Screening Policy

Definitions

The following terms have these meanings in this Policy:

- a. “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
- b. “Vulnerable Participants” – 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.

Preamble

The Kingston Impact Basketball Club (the club) 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.

Application of this Policy

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

Not all individuals associated with the club will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to the club or to its participants. The club will determine which individuals will be subject to screening using the following guidelines:

- a. **Level 1 – Low Risk** - Participants 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 Participants. Examples:
 - a. Parents, youth, or volunteers who are helping on a non-regular or informal basis.
 - b. Team Managers
- b. **Level 2 – Medium to High Risk** – Participants involved in a supervisory role, may direct others, may be involved with finances, and/or who may have access to Vulnerable Participants. Examples:
 - a. Non-coach employees
 - b. Directors
 - c. Full time coaches
 - d. Coaches who travel with athletes
 - e. Coaches who could be alone with athletes

It is the club’s policy that when an individual is first engaged by the club:

- a. Level 1 individuals will:
 - a. Complete a Screening Disclosure Form (Appendix A).
 - b. Participate in training, orientation, and monitoring as determined by the club.
- b. Level 2 individuals will:
 - a. Complete a Screening Disclosure Form (Appendix A).
 - b. Complete and provide a VSC.
 - c. Participate in training, orientation, and monitoring as determined by the club.

If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to the club. Additionally, the individual will inform the club of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.

If the club 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 club policy.

Young People

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

- a. Not require the young person to obtain a VSC.

Notwithstanding the above, the club may ask a young person to obtain a VSC if the club suspects the young person has an adult conviction and therefore has a criminal record. In these circumstances, the club will be clear in its request that it is not asking for the young person's youth record. The club understands that it may not request to see a young person's youth record.

Screening Committee

The implementation of this policy is the responsibility of the club's Screening Committee.

Unless otherwise stated, the Screening Committee is composed of the Club's:

- President
- Vice President
- Treasurer

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 the club. In carrying out its duties, the Screening Designate may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, provincial/territorial sport organization, or any other person.

The Screening Committee may request further information from the individual on more than one occasion, subject to the individual's right to insist that the Screening Committee decide based on the information before it.

The Screening Committee may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.

When assessing an individual's screening application, the Screening Committee shall determine whether there is reason to believe that the individual may pose a risk to the club, or to another individual.

The Screening Committee may decide that an individual has not passed screening if the screening documentation reveals any of the following:

- a. If imposed in the last ten years:
 - a. Any offense involving the use of a motor vehicle, including but not limited to impaired driving.
 - b. Any offense involving conduct against public morals.
 - c. Any offense involving theft or fraud.
- b. If imposed at any time:
 - a. Any offense involving a Minor or Minors.
 - b. Any offense of assault, physical or psychological violence.
 - c. Any offense involving trafficking or possession of illegal drugs.
 - d. Any offense involving the possession, distribution, or sale of any child-related pornography.
 - e. Any sexual offense.

If the Screening Committee determines based on the individual's screening application that the individual does not pose a risk to the members of the club, the Screening Committee shall approve the individual's application, subject to the Screening Committee's right to impose conditions.

In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall be provided to the applicant and to the Board of Directors of the club which may disseminate the decision as they see fit to best fulfil the mandate of the club.

A Participant whose screening application has been denied or revoked may not re-apply to participate in the programs or activities of the club for two (2) years from the date the rejected application was made.

Renewal

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

- a. A VSC every three years.
- b. A Screening Disclosure Form every three years.
- c. A Screening Renewal Form (Appendix B) every year.

At any time, including after either the submission of an individual's application or its approval (with or without conditions), the Screening Committee may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of the club, could affect the assessment of the individual's suitability for participation in the programs or activities of the club, or the individual's interactions with other individuals involved with the club.

Monitoring

It is up to each Executive member who has supervisory responsibilities to ensure all volunteers and employees that work within the program they are responsible for, follows this policy.

Some examples:

- Director of Competitive is accountable for all non-athletes that work within the Competitive program have appropriate Background Screening completed and monitor any conditions imposed by the Screening Committee.
- Director of Academy is similarly accountable for all their non-athletes as well.

Orientation and Training

The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at the club's discretion.

At the conclusion of orientation and training, the individual will be required to acknowledge, in written form (Appendix D), that they have received and completed the orientation and training.

How to Obtain a VSC

There are 2 methods for receiving a VSC:

1. Online
2. In person, paper copy

In both cases, it is up to the applicant to cover the cost of obtaining the VSC.

Online

Kingston area residents may obtain a VSC via <https://www.kingstonpolice.ca/en/services-and-reporting/background-check.aspx>.

Follow the process and when complete, please email your VSC to Club's program supervisor.

In person, paper copy

Participants may also obtain a VSC by visiting their local police station and following their procedure for getting a CPIC that includes a vulnerable sector check.

The official copy will then be given to the Club's program supervisor.

Records

All physical 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.

These records will be kept by the club administrator in a stored secure area.

Appendix A – Screening Disclosure Form

Name:

First

Middle

Last

Other Names You Have Used:

Date of Birth:

Month/Day/Year

Gender Identity:

Current Permanent Address:

Street

City

Province

Postal Code

Email:

- 1. Do you have a criminal record? 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 discipling 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 discipline or sanctioning body: _____
 Further Explanation: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, I consent and authorize the Kingston Impact Basketball Club (the club) 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 club's Screening Policy, administering membership services, and communicating with National Sport Organizations, Provincial Sport Organizations, Sport Clubs, and other organizations involved in the governance of sport. The club does 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 the club 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 B – Screening Renewal Form

Name:

First

Middle

Last

Other Names You Have Used:

Date of Birth:

Month/Day/Year

Gender Identity:

Current Permanent Address:

Street

City

Province

Postal Code

Email:

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 the Kingston Impact Basketball Club. 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 the club. 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 club's 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 – Orientation and Training Acknowledgement Form

I have the following role(s) with the Kingston Impact Basketball Club (circle as many as apply):

Parent / Guardian

Coach

Director / Volunteer

Athlete

Official

Committee Member

As an individual affiliated with the Kingston Impact Basketball Club, I acknowledge I have received completed the following orientation and training:

Name of Training or Orientation: _____

Instructor: _____

Date: _____

Name of Training or Orientation: _____

Instructor: _____

Date: _____

Name of Training or Orientation: _____

Instructor: _____

Date: _____

Name

Signature

Date