



Barrie Trojan Swim Club (BTSC)

Screening Policy

Date Effective: June 23, 2023
Date Last Reviewed: June 22, 2023
Date Last Revised: April 12, 2023

SCOPE:

The Barrie Trojan Swim Club (BTSC) has a duty of care to protect and not place at unreasonable risk its swimmers, staff, members, volunteers and partners. In meeting this responsibility, the BTSC must be confident that it is providing a safe environment for Club related activities such as training, competitions/meets, team travel and social events by minimizing risk.

This procedure applies to:

- BTSC Staff with access to sensitive personal or confidential information, or financial records
- BTSC Coaches
- BTSC Board of Directors
- BTSC Chaperones
- BTSC Officials certified at level 4 and above
- Photographers/Videographers

POLICY STATEMENT:

The purpose of the Screening Policy is to specify the procedures for ensuring appropriate screening processes are adopted for positions within the BTSC to identify individuals (staff and volunteers) who may pose a risk to the BTSC and our members. Screening is especially important for the BTSC as our club works extensively with young athletes.

DEFINITIONS:

Criminal Records Check (CRC) – A search of the Canadian Police Information Centre (CPIC) database, which is a compilation of police information and court decisions, as well as a search of the records held in the information database of a local police agency.

Vulnerable Sector Check (VSC) – A search based on a name or gender and date of birth against the RCMP National Repository of Criminal Records, Pardoned Sex Offender Database and various other police databases.

Offence Declaration Form – Form is to be submitted annually by the individual in the intervening years between Criminal Records Check and/or Vulnerable Sector Check. By signing this form, the individual declares that nothing has changed in his/her status since their last Criminal Records Check and/or Vulnerable Sector Check.

GUIDING PRINCIPLES:

The procedure is predicated on the premise that the BTSC:

- Has a duty of care to protect and not place at unreasonable risk, its staff, volunteers and other individuals;
- Has a duty of care to protect and not place at unreasonable risk BTSC resources;
- Has a duty of care to protect and not place at unreasonable risk BTSC members;
- Must undertake a rigorous assessment of the suitability of internal and external candidates, and recognizes police record checks are not in themselves a rigorous assessment of suitability and considers these checks an essential part of the process

PROCEDURE:

All applicable individuals who are in designated positions are required to provide a valid Police Record Check prior to the commencement of any employment/volunteer duties, and every three years thereafter. For each year where a Police Record Check is not completed, an Offence Declaration must be completed.

Designated Positions

The following designated positions are required to submit a Criminal Records Check (CRC):

- All board members;
- Any individuals with access to sensitive personal or confidential information, or financial records (for example, BTSC Operations Manager); and
- All Level 4 and Level 5 officials.
- Photographers and/or videographers requesting access to the deck during training or competition/meets.

The following designated positions are required to submit a Vulnerable Sector Check (VSC):

- Any coach 18 years of age and over;
- Any individuals involved in the delivery of developmental programs for swimmers such as clinics or camps; and
- Any individuals appointed to accompany a team with swimmers under the age of 18 or other vulnerable people to a camp, competition or other event (e.g. team manager, chaperones).

Process

1. Designated individuals will obtain a Police Record Check Report through a local police service headquarters or regional police services organization. Note that the BTSC can provide documentation in the form of a letter to support the Police Record Check application process.
2. Once completed, a record of the appropriate Check should be shared with the BTSC Operations Manager (coaches, chaperones, staff) and should be forwarded to the Governance Committee, or shared directly with the Governance Committee (board

members, officials), for review and tracking purposes. All checks and related 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.

3. The Police Record Check is required to be completed and filed every three years. If an individual leaves the organization for a period of more than one year, then returns, a new Police Record Check needs to be completed and filed. For each year where a Police Record Check is not completed, an Offence Declaration form must be completed and submitted.
4. Should an individual submit a Police Record Check showing evidence of a criminal offence, confirmation of their employment, appointment or volunteer commitment, will be postponed pending a review of the information. A criminal record may not necessarily disqualify an individual. The review will be conducted confidentially by the Review Board, including the President of the Board of Directors and Governance Committee. Should the individual in question be a coach, the Head Coach must participate in the review. The Review Board will determine the eligibility of the individual and document their decision for filing along with the Police Record Check.
5. Should the BTSC become aware that any applicable designated individual under this policy is subject to criminal investigation, charges, or conviction, or has committed an offence that may change their security status in context of this policy, a confidential review will be conducted by the Review Board. The Review Board will determine the continued eligibility of the member and document their decision for filing.

CROSS REFERENCES:

REFERENCES:

Swim Ontario Screening Policy

OFFENCE DECLARATION FORM

NAME	
DATE OF BIRTH (YYYY MM DD)	
POSITION (Coach, Official, Volunteer)	

I DECLARE, since the last Police Record Check was submitted by me to the Barrie Trojan Swim Club (BTSC), or since the last Offence Declaration submitted by me to the BTSC, that:

☐ I have no convictions under the Criminal Code of Canada up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

OR

☐ I have the following convictions for offences under the Criminal Code of Canada for which a pardon under the Criminal Records Act (Canada) has not been issued or granted.

Note: If you provided a criminal background check to the BTSC in the past year, you are only required to disclose new convictions for which a pardon has not been issued.

List of Offences

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Date Convicted: _____

Penalty or Punishment Imposed: _____

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Date Convicted: _____

Penalty or Punishment Imposed: _____

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

I further certify that I will immediately inform the BTSC of any changes in circumstances that would alter my original responses to this Offence Disclosure Form. Failure to do so may result in the withdrawal of volunteer responsibilities and/or other privileges and/or disciplinary action.

NAME (print): _____

DATE (YYYY MM DD): _____

SIGNATURE: _____

REQUEST FOR POLICE RECORDS CHECK



Inspire personal development through the pursuit of swimming excellence

Date

**Police Organization
Address**

Officer in Charge,

Please accept this letter, as confirmation that **(insert name)** has a position as a **(insert role)** with the Barrie Trojan Swim Club. In this role, **(insert first name)** will be in a position of trust and authority.

Specifically, these duties will include:

- interaction with youth swimmers on deck during meets, or practice sessions
- participation in team functions or club events
- a chaperone during travel meets.

This is a volunteer position and in order to follow Club and Swim Ontario Policies we are required to submit the required security checks for identified positions. As such this individual requires a Police Records Check (**Criminal Record Check or Vulnerable Sector Check**) to be conducted.

The individual is aware and agrees that, as per the By-Laws and policies of the Barrie Trojan Swim Club and Swim Ontario, that all requests for Police Records Checks will be submitted to the appropriate Club compliance office. The Club compliance office is the duly authorized keeper of identified records, as per the By-Laws, policies and procedures.

The individual is further aware and agrees that, as per the By-Laws, policies, and procedures of the Barrie Trojan Swim Club and Swim Ontario, that a copy of said Police Record Check will be returned to the individual and further if the security check is for the position of a coach with the Club, a copy will be retained for official purposes, by the Executive Director of Swim Ontario, who is the duly authorized keeper of records, as per the By-Laws.

The individual agrees that by the presentation of this letter and the affixing of their signature thereto, they are in accordance with the above-mentioned conditions.

Should any additional information be required to support this request, I can be reached at **(insert applicable Club compliance office e:mail and phone number)**.

Thank you,

(Insert applicable person and Club position here)

Signature

Applicant Signature

