



GSSC Screening Policy

Purpose

1. Screening of personnel and volunteers is an important part of providing a safe environment among sport organizations which provide programs and services to youth. Guelph Synchro is responsible, at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. Guelph Synchro takes very seriously, and is committed to, fulfilling the duty of care it owes to its members.
2. The purpose of screening is to identify individuals within Guelph Synchro who pose a risk to children or youth.

Policy Statement

1. Not all personnel affiliated with Guelph Synchro will be required to undergo screening through a Police Vulnerable Sector Check ("PVSC"), as not all positions pose a risk of harm to Guelph Synchro or its members.
2. Persons who will be subject to screening through a PVSC are those who work closely with minor athletes and who occupy positions of trust and authority within Guelph Synchro programs. Such 'designated positions' include:
 - a. All individuals in paid staff positions (contracted staff – i.e. coaches);
 - b. All executive members and volunteers directly involved in the delivery of developmental programs including camps and clinics
3. It is Guelph Synchro's policy that:
 - a. All positions will have a clear set of guidelines about appropriate behaviour and conduct.
 - b. The recruitment process for all contracted staff (coaches) may involve:
 - i. Requiring the candidate to complete an application form for the position;
 - ii. Interviewing the candidate for the position; and
 - iii. Checking a minimum of two references, one of which will be specific to working with children or youth.
 - c) PVSCs will be mandatory for all persons in 'designated positions'. There will be no exceptions.
 - d) Failure to participate in the PVSC process as outlined in this policy will result in ineligibility for the 'designated position'.
 - e) Guelph Synchro will not knowingly fill a 'designated position' with a person who has a conviction for a 'relevant offence' as defined in this policy.

- f) A person in a 'designated position' will be provided an orientation session that will explain performance expectations and provide the training necessary for satisfactory performance.
- g) If a person in a 'designated position' subsequently receives a conviction for, or be found guilty of, a relevant offences, he/she will report this circumstance immediately to Guelph Synchro.

Screening Committee

1. The implementation of this policy is the responsibility of the Executive Committee.
2. The Executive Committee is responsible for receiving and reviewing all PVSCs and, based on such reviews, making decisions regarding the appropriateness of individuals occupying 'designated positions'. The Executive Committee may approve an individual's participation in a 'designated position', may deny an individual's participation in a 'designated position' or may approve an individual's participation in a 'designated position' subject to terms and conditions as the Executive Committee deems appropriate.
3. In carrying out its duties, the Executive Committee may consult with independent experts including lawyers, police, risk management consultants or volunteer screening specialists. The decisions of the Executive Committee are final and binding and may not be appealed.

Procedure

1. Each person subject to this policy will apply for and obtain a PVSC at their **local police detachment**. If there is a charge to obtain the PVSC, Guelph Synchro will not reimburse the person for such expense.
2. Each person subject to this policy will submit the original copy of their PVSC to the Executive Committee, c/o Guelph Synchro's Registrar, in an envelope marked 'Confidential'.
3. The Executive Committee will review all PVSCs received and will determine whether the PVSC reveals a relevant offence. The Executive Committee will render its decision in accordance with paragraph 2 under "screening committee" and will notify the person of its decision in writing. The original copy of the PVSC will be returned to the person who supplied it.
4. PVSCs are valid for a period of three years.

Relevant Offences

1. For the purposes of this policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:
 - a) If imposed in the last five years:
 - i. Any criminal offence involving the use of a motor vehicle, including but not limited to impaired driving; or
 - ii. Any violations for trafficking under the Controlled Drug and Substances Act.
 - b) If imposed in the last ten years:
 - i. Any crime of violence including but not limited to, all forms of assault; or
 - ii. Any criminal offence involving a minor or minors.
 - c) If imposed at any time:
 - i. Any criminal offence involving the possession, distribution, or sale of any child-related pornography;
 - ii. Any sexual offence involving a minor or minors; or
 - iii. Any offence involving fraud.

Records

1. The Executive Committee will retain no copies of PRCs, but may retain written records of its communications with the persons submitting the PRC and with Guelph Synchro. 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.

Review and Approval

1. This policy was approved by the Executive Members of Guelph Synchro on August 15, 2013. This policy is not a static document: it will be reviewed by the Executive Committee on an annual basis.