

SCREENING POLICY

This is a Pan-Canadian Policy applicable to Volleyball Canada and the Provincial / Territorial Associations.

Definitions

1. The following terms have these meanings in this policy:

Board – the Board of Directors of the OVA;

Contractors – persons contracted with the OVA, such as an integrated support team member;

Criminal Record Check – a search of the RCMP Canadian Police Information Centre (“CPIC”) system for adult convictions;

Enhanced Police Information Check (“E-PIC”) – a Criminal Record Check, plus a search of Local Police Information, available from services such as Sterling Backcheck or BackCheck (myBackCheck.com);

Individuals – refers to all categories of members and / or registrants defined in the by-laws of the OVA, as well as all people employed by, contracted by, or engaged in activities with the OVA, including but not limited to employees, contractors, athletes, volleyball clubs, coaches, mission staff, referees, volunteers, managers, administrators, committee members, parents or guardians, spectators, and directors and officers;

Local Police Information – additional conviction and selected non-conviction information in national and local police data sources which may be relevant to the position sought;

Minors – persons under the age of majority;

OVA – Ontario Volleyball Association;

Provincial / Territorial Associations – the provincial / territorial member governing bodies for volleyball in each province / territory;

Vulnerable Individuals – an Individual under the age of 18 years old and / or an Individual 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;

Vulnerable Sector Check (“VSC”) – a detailed check that includes a search of the RCMP CPIC system, Local Police Information, and the Pardoned Sex Offender database.

Purpose

2. The purpose of this policy is to provide screening procedures for the OVA.

Application

3. This policy applies to all Individuals whose position with the OVA is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals.
4. The OVA believes that screening Individuals cannot be a stand-alone practice, but is a vital part of supporting a safe sporting environment for participants.

Provisions

5. Not all Individuals associated with the OVA will be required to obtain a Criminal Record Check or submit screening documents. The OVA through its Executive Director or the Executive Director's delegate will determine which Individuals will be subject to screening using the following guidelines.

Low Risk – Individuals who are not in a supervisory role, not directing others, not involved with finances, and / or those who do not have unsupervised access to Vulnerable Individuals. Examples:

- a) Parents, youth, or volunteers who are helping on a non-regular or informal basis
- b) Non-coach employees or managers who do not travel with athletes

High Risk – Individuals who occupy positions of trust and / or authority, have a supervisory role, direct others, are involved with finances, and / or have frequent or unsupervised access to Vulnerable Individuals. Examples:

- a) Athlete support personnel
- b) Full-time coaches and / or assistant coaches
- c) Coaches and / or contractors who travel with athletes
- d) Coaches and / or representatives who could be alone with athletes
- e) Referees
- f) Staff and / or directors and supervisors

6. The OVA may decide that an Individual's prior E-PIC is acceptable. In such cases, an Individual must share a copy of the E-PIC with the Screening Committee. If an Individual is not able to produce the E-PIC, the Screening Committee may request the Individual undergo a new E-PIC.

Screening Committee

6.1 A Screening Committee will be established by the OVA.

7. The Screening Committee will be comprised one to three persons appointed by the Executive Director of the OVA, or by the OVA Ethics Committee, and is responsible for the implementation of this policy. The OVA, through its Executive Director or the Executive Director's delegate, will ensure that each person appointed to the Screening Committee possesses the requisite skills, knowledge, and abilities to implement this policy.

8. Screening Committee members may be staff members of Volleyball Canada or a Provincial / Territorial Association.
9. The Screening Committee will carry out its duties in accordance with the terms of this policy. Should the Screening Committee be composed of staff members, the staff members may discuss screening issues with the Executive Director and / or a person designated by the Executive Director.
10. The Screening Committee will review all documents submitted and, at its discretion, consult with any person to assist it in making decisions regarding the appropriateness of Individuals filling positions within the OVA.
11. Nothing in this policy restricts or limits the Screening Committee from requiring that the Individual attend an interview with the Screening Committee if the Screening Committee considers that an interview is appropriate and necessary to screen the Individual's application.
12. Nothing in this policy restricts or limits the Screening Committee from requiring the Individual's authorization for the OVA to contact any person or any professional, sporting, or other organization in order to assist the Screening Committee in assessing the suitability for the position that they are seeking.
 - 12.1 For greater certainty, if the Individual refuses to provide the authorization defined in section 12, the OVA may still contact any such persons or organizations in order to assist the Screening Committee in assessing the Individual's suitability.
13. Nothing in this policy restricts or limits the Screening Committee from requiring further information from the Individual on more than one occasion.
14. An Individual's penalty for a prior offence does not prevent the Screening Committee from considering that offence in its evaluation of the Individual's screening application.
15. An Individual whose screening application has been denied or revoked may not re-apply to participate in the organization's programs or activities for two (2) years from the date the rejected application was made.

Screening Requirements

16. When an Individual is first engaged by the OVA, they must do the following (which may be varied at the sole discretion of the Executive Director or the Executive Director's delegate):
 - a) Low Risk Individuals:
 - i. Complete an Application Form (**Appendix A**)
 - ii. Complete a Screening Disclosure Form (**Appendix B**)
 - iii. Participate in training, orientation, and monitoring as determined by the OVA

- b) High Risk Individuals:
 - i. Complete an Application Form (**Appendix A**)
 - ii. Complete a Screening Disclosure Form (**Appendix B**)
 - iii. Complete and provide an E-PIC
 - iv. Complete and provide a VSC, if requested by the OVA
 - v. Participate in training, orientation, and monitoring as determined by the OVA
 - vi. Provide a driver's abstract, if requested by the OVA

- c) If an Individual subsequently is charged with, convicted of, or found guilty of an offence, they will report this circumstance immediately to the OVA. Individuals must also inform the OVA of any changes in their circumstances that would alter their original responses in their screening disclosure form.

- d) If the OVA learns that an Individual has provided false, inaccurate, incomplete, or misleading information, the Individual will immediately be removed from their position and may be subject to further discipline in accordance with the *Discipline and Complaints Policy*.

Minors

- 17. Minors are required to complete a Screening Disclosure Form.

- 18. The OVA, in its sole discretion, reserves the right to ask a Minor for a VSC or an E-PIC based on its review of the information in the Minor's submitted Screening Disclosure Form.

- 18.1 On the date that a Minor who has previously submitted a Screening Disclosure Form reaches eighteen years of age, they will be required to comply with the Screening Requirements in paragraph 16(a) or 16(b), as appropriate to the position they hold, by no later than
 - a) July 31 of the current year, if they reach the age of eighteen on or before June 30;
or
 - b) January 31 of the following year, if they reach the age of eighteen on or after July 1.

Renewal

- 19. Unless the Screening Committee or the Executive Director or the Executive Director's delegate determines, on a case-by-case basis, to modify the submission requirements, Individuals who are required to submit an E-PIC, Screening Disclosure Form, VSC, or Screening Renewal Form, are required to submit the documents as follows:
 - a) An E-PIC, every three years
 - b) A Screening Disclosure Form, every three years
 - c) A Screening Renewal Form (**Appendix C**), every year
 - d) A Vulnerable Sector Check, once

20. The OVA may request that an Individual provide any of the above documents at any time. Such request will be in writing and reasons will be provided for the request.

Orientation, Training, and Monitoring

21. The OVA, in its sole discretion, will determine the type and amount of orientation, training, and monitoring based on the Individual's level of risk.
22. Orientation may include, but is not limited to introductory presentations, facility tours, equipment demonstrations, parent / athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.
23. Training may include, but is not limited to certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
24. The OVA may, at the conclusion of orientation and training, require the Individual to acknowledge, in writing, that they have received and completed the orientation and training.
25. Monitoring may include but is not limited to written or oral reports, observations, tracking, electronic surveillance (e.g. facility security cameras), and site visits.

Screening Committee Review

26. An Individual who refuses or fails to provide the necessary screening documents **will** be ineligible to volunteer or apply for the position sought. The Individual will be informed that their application and / or position will not proceed until such time as the screening documents are submitted.
 - 26.1 An Individual who fails to comply with one or more of requirements of the Screening Committee defined in any of sections 11, 12, or 13 **may** be ineligible to volunteer or apply for the position sought, subject to the discretion of the Screening Committee. If the Screening Committee does determine the Individual to be ineligible, they will inform the Individual that their eligibility for the position sought may only be reconsidered upon compliance with all of the requirements of sections 11, 12, and 13.
27. The OVA understands that there may be delays in receiving the results of an E-PIC or a VSC. At its or their discretion, the Screening Committee or the Executive Director or the Executive Director's delegate may permit the Individual to participate in the role during the delay. This permission may be withdrawn at any time and for any reason.

28. Following the review of the screening documents and any other information brought to the Screening Committee's attention, and subject to paragraphs 30 and 31, the Screening Committee will decide that:
- a) the Individual has passed screening and may participate in the desired position;
 - b) the Individual has passed screening and may participate in the desired position with conditions;
 - c) the Individual has not passed screening and may not participate in the desired position;
or
 - d) more information is required from the Individual.
29. In making its decision, the Screening Committee will, if any convictions are disclosed, consider the type of offence, date of offence, and relevance of the offence to the position sought.
30. If the screening documentation reveals any of the following convictions, the Screening Committee will determine the Individual has not passed screening (unless an exception is made by the Screening Committee, in its sole discretion, and its detailed reasons are provided to the Executive Director):
- a) If imposed in the last three years:
 - i. Any Individual's conviction for an offence involving the use of a motor vehicle, including but not limited to impaired driving
 - ii. Any Individual's conviction for an offence of possession of cannabis
 - b) If imposed in the last ten years:
 - i. Any Individual's conviction involving theft or fraud
 - ii. Any Individual's conviction for an offence of possession of illegal drugs
 - c) If imposed at any time:
 - i. An Individual's conviction for any of the following *Criminal Code* offences:
 - A. physical or psychological violence
 - B. crime of violence including but not limited to, all forms of assault
 - C. crimes related to emotionally abusive behaviour
 - D. trafficking of illegal drugs and / or performance enhancing drugs
 - E. possession, distribution, or sale of any child-related pornography
 - F. sexual misconduct
31. Notwithstanding any other provision in this policy, in recognition of the paramount importance of the safety of Individuals, the Executive Director may, in their discretion, determine that: (i) an Individual may participate in the desired position with conditions (which may be in addition to conditions identified by the Screening Committee); or (ii) an Individual may not participate in the desired position.

Conditions and Monitoring

32. The Screening Committee may determine that incidents revealed on an Individual's screening documents and/or in any other information brought to the Screening Committee's attention may allow the Individual to pass the screening process and participate in a desired position with conditions imposed. The Screening Committee may apply and remove conditions at its discretion and will determine the means by which adherence to conditions may be monitored.

Records

33. All records will be maintained in a confidential manner as applicable and will not be disclosed to others who are not members of the Screening Committee except as required by law, for use in legal, quasi-legal, or disciplinary proceedings.

34. The records kept as part of the screening process include any documents provided to the Screening Committee, and for greater certainty, include but are not limited to:

- a) An Individual's Vulnerable Sector Check
- b) An Individual's E-PIC (for a period of three years)
- c) An Individual's Screening Disclosure Form (for a period of three years)
- d) An Individual's Screening Renewal Form (for a period of one year)
- e) Records of any conditions attached to an Individual's registration by the Screening Committee
- f) Records of any discipline applied to any Individual by Volleyball Canada, a Provincial / Territorial Association, or another sport organization

Communication

35. The OVA, through its Executive Director or the Executive Director's delegate, will identify those persons within their respective organizations who will be responsible for implementing this policy.

Review and Amendment

36. This policy will be reviewed at least every three years, in compliance with the province's Sport Recognition Policy.

Approval

37. This policy was approved by the OVA and its Board of Directors on June 25, 2024.



Appendix A – Application Form

Note: Individuals who are applying to volunteer or work within certain positions with the OVA must complete this Application Form. Individuals need to complete an Application Form once for the position sought. If the Individual is applying for a new position within the OVA, a new Application Form must be submitted.

NAME:

First Middle Last

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month / Day / Year

EMAIL: _____ **PHONE:** _____

POSITION SOUGHT: _____

By signing this document below, I agree to adhere to the policies and procedures of Volleyball Canada or a Provincial / Territorial Association (as applicable), including but not limited to the *Code of Conduct and Ethics, Conflict of Interest Policy, Privacy Policy, and Screening Policy*. Policies are located at the following link: <https://www.ontariovolleyball.org/policies>
<https://volleyball.ca/en/about/governance/policies>

I recognize that I must pass certain screening requirements depending on the position sought, as outlined in the *Screening Policy*, and that the Screening Committee will determine my eligibility to volunteer or work in the position.

NAME (print): _____ **DATE:** _____

SIGNATURE: _____



Appendix B – Screening Disclosure Form

NAME:

First Middle Last

OTHER NAMES YOU HAVE USED:

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: GENDER IDENTITY:
Month / Day / Year

CLUB (if applicable): EMAIL:

Note: Failure to disclose truthful information below may be considered an intentional omission and the loss of volunteer responsibilities or other privileges

1. Have you been convicted of a crime? If so, please complete the following information for each conviction. Attach additional pages as necessary.

Name or type of offence:

Name and Jurisdiction of Court / Tribunal:

Year convicted:

Penalty or punishment imposed:

Further explanation:

2. Have you ever been charged with a crime? If so, please complete the following information for each conviction. Attach additional pages as necessary.

Name or type of offence:

Name and Jurisdiction of Court / Tribunal:

Year charged:

Penalty or punishment imposed:

Further explanation:

3. Are you currently or have you ever been the subject of a criminal investigation or criminal proceedings that has not been resolved? If so, please complete the following information for *each incidence*. Attach additional pages as necessary.

Name / type of offence or investigation _____

Name and Jurisdiction of Court / Tribunal: _____

Year investigation or proceeding commenced: _____

Status of investigation or proceeding: _____

Further explanation: _____

4. Do you have any non-criminal convictions under any statute (including offences involving the use of a motor vehicle)? If so, please complete the following information for *each conviction*. Attach additional pages as necessary.

Name or type of offence: _____

Name and Jurisdiction of Court / Tribunal: _____

Year convicted: _____

Penalty or punishment imposed: _____

Further explanation: _____

5. Have you ever been a respondent in a harassment or human rights complaint in any forum? If so, please complete the following information for *each incidence*. Attach additional pages as necessary.

Name and Jurisdiction of Court / Tribunal: _____

Year proceeding commenced: _____

Status of proceeding: _____

Penalty or punishment imposed: _____

Further explanation: _____



6. Have you ever been subject to a penalty imposed by a court, administrative tribunal or regulatory body? If so, please complete the following information for *each incidence*. Attach additional page(s) as necessary.

Name and Jurisdiction of Court / Tribunal: _____

Year proceeding commenced: _____

Status of proceeding: _____

Penalty or punishment imposed: _____

Further explanation: _____

7. Have you ever been the subject of an investigation, disciplined, sanctioned or dismissed from a coaching, teaching or volunteer position, by a sport governing body or its member club, or by an independent body (e.g, private tribunal, government agency, school board etc.)? If so, please complete the following information for each pending charge, sanction or dismissal. Attach additional page(s) as necessary.

Name of disciplining or sanctioning body: _____

Date of investigation, discipline, sanction or dismissal: _____

Reasons for investigation, discipline, sanction or dismissal: _____

Penalty or punishment imposed: _____

Further explanation: _____

8. Have you ever been refused admission / membership or renewal of membership to any professional organization or sporting organization?

Name of organization: _____

Date refused admission or membership renewal: _____

Reasons given for refusal: _____

Further explanation: _____



9. Have you ever faced allegations of misconduct by any professional organization or sporting organization?

Name of organization: _____

Date of Allegations: _____

Nature of Allegations: _____

Status or Outcome of Investigation / Proceeding: _____

Penalty or Punishment Imposed (if any): _____

Further explanation: _____

10. Have you ever been suspended, disqualified, censured, or otherwise disciplined as a member of any professional organization or sporting organization?

Name of Organization: _____

Nature of Offence: _____

Penalty or Punishment Imposed: _____

Further explanation: _____

11. Are criminal charges or any other sanctions, including those from a sport organization (body), private tribunal, professional organization, or government agency, currently pending or threatened against you? If so, please complete the following information for each pending charge or sanction. Attach additional page(s) as necessary.

Name of Organization / Sanctioning Body: _____

Name or type of offence: _____

Penalty / Sanction or Punishment: _____

Year: _____

Further explanation: _____



12. Are there any other matters in your past or present circumstances that may place your character or suitability for OVA / Volleyball Canada positions at issue?

Yes / No: _____

Further explanation: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, I consent and authorize the OVA 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 *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial / Territorial Sport Organizations, and other organizations involved in the governance of sport. The OVA will 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 OVA 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 C – Screening Renewal Form

NAME:

First Middle Last

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month / Day / Year

EMAIL: _____ **PHONE:** _____

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 OVA. 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 Volleyball Canada or my Provincial / Territorial Association. 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 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 – Request For Vulnerable Sector Check

Note: Volleyball Canada and Provincial / Territorial Associations will be required to modify this letter to adhere to any requirements from the VSC provider

INTRODUCTION

Volleyball Canada is requesting a Vulnerable Sector Check for _____ [insert Individual's full name] who identifies as a _____ [insert gender identity] and who was born on _____ [insert birthdate].

DESCRIPTION OF ORGANIZATION

Volleyball Canada is a not-for-profit and the national governing body for the sport of volleyball located in Canada.

DESCRIPTION OF ROLE

_____ [insert Individual's name] will be acting as a _____ [insert Individual's role]. In this role, the Individual will have access to Vulnerable Individuals.

CONTACT INFORMATION

If more information is required from Volleyball Canada please contact the Screening Committee Chair:

Caroline Sharp
Director-Sport Safety
Phone: 613-748-5681
Email: csharp@volleyball.ca

Signed: _____ Date: _____