

**CANOE KAYAK CANADA**  
**SCREENING POLICY**

***This Policy has been prepared by Canoe Kayak Canada and is a Pan-Canadian Policy applicable to Canoe Kayak Canada and its Members. This document cannot be modified by a Member without consultation and approval from Canoe Kayak Canada.***

**Preamble**

1. Canoe Kayak Canada and its Members understand 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 Canadian canoe and kayak community.

**Application of this Policy**

2. This Policy applies to all individuals whose position with Canoe Kayak Canada or a Member is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals.
3. Not all individuals associated with Canoe Kayak Canada or a Member will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to Canoe Kayak Canada, Members, or participants. Canoe Kayak Canada or the Member will determine which individuals will be subject to screening using the following guidelines (Canoe Kayak Canada or the Member may vary the guidelines at their discretion):

Level 1 – Low Risk - Individuals 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 Individuals. Examples:

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

Level 2 – Medium Risk – Individuals involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to Vulnerable Individuals. Examples:

- a) Athlete support personnel
- b) Non-coach employees or managers
- c) Directors
- d) Coaches who are typically under the supervision of another coach
- e) Instructors
- f) Officials

Level 3 – High Risk – Individuals involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with finances, and who have frequent or unsupervised access to Vulnerable Individuals. Examples:

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

### Screening Committee

4. The implementation of this policy is the responsibility of an independent third party appointed by Canoe Kayak Canada that will function as the Screening Committee for all screening applications received from Canoe Kayak Canada or its Members. The appointed independent third party (hereinafter referred to as the "Screening Committee") will possess the requisite skills, knowledge and abilities to accurately assess screening documents and to render decisions under this Policy.
5. The Screening Committee will carry out its duties in accordance with the terms of this Policy .
6. 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 Canoe Kayak Canada or the Member, as applicable. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.

### Screening Requirements

7. A Screening Requirements Matrix is provided as **Appendix A**.
8. It is the policy of Canoe Kayak Canada and its Members that when an individual is first engaged by the organization:
  - a) Level 1 individuals will:
    - i. Complete an Application Form (**Appendix B**)
    - ii. Complete a Screening Disclosure Form (**Appendix C**)
    - iii. Participate in training, orientation, and monitoring as determined by the organization
  - b) Level 2 individuals will:
    - i. Complete an Application Form
    - ii. Complete a Screening Disclosure Form
    - iii. Complete and provide an E-PIC
    - iv. Provide one letter of reference related to the position
    - v. Participate in training, orientation, and monitoring as determined by the organization
    - vi. Provide a driver's abstract, if requested
  - c) Level 3 individuals will:
    - i. Complete an Application Form
    - ii. Complete a Screening Disclosure Form
    - iii. Complete and provide an E-PIC and a VSC
    - iv. Provide one letter of reference related to the position
    - v. Participate in training, orientation, and monitoring as determined by the organization
    - vi. Provide a driver's abstract, if requested
  - d) If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to Canoe Kayak Canada or the Member, as applicable. Additionally, the individual will inform the organization of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
  - e) If Canoe Kayak Canada or the Member 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 the *Discipline and Complaints Policy*.

### **Young People**

9. Canoe Kayak Canada and its Members define a young person as someone who is younger than 18 years old. When screening young people, Canoe Kayak Canada and its Members will:
  - a) Not require the young person to obtain a VSC or E-PIC; and
  - b) In lieu of obtaining a VSC or E-PIC, require the young person to submit up to two (2) additional letters of reference.
10. Notwithstanding the above, Canoe Kayak Canada or a Member may ask a young person to obtain a VSC or E-PIC if the organization suspects the young person has an adult conviction and therefore has a criminal record. In these circumstances, the organization will be clear in its request that it is not asking for the young person's youth record. Canoe Kayak Canada and its Members understand that they may not request to see a young person's youth record.

### **Renewal**

11. Unless the Screening Committee 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 D**) every year
  - d) A Vulnerable Sector Check once
12. The Screening Committee 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**

13. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at the discretion of Canoe Kayak Canada or the Member, as applicable.
14. 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.
15. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
16. At the conclusion of orientation and training, the individual will be required to acknowledge, in written form, that they have received and completed the orientation and training.
17. Monitoring may include but is not limited to: written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

### **How to Obtain an E-PIC or VSC**

18. Canoe Kayak Canada has joined the Coaching Association of Canada's Responsible Coaching Movement and therefore has access to the E-PIC at a discounted rate. Individuals can obtain an E-PIC via [https://www.sterlingtalentsolutions.ca/landing-pages/c/cac\\_ace/](https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_ace/)
19. For Ontario-based organizations, Canoe Kayak Canada and its Members understand that the *Police Record Checks Reform Act, 2015* requires the individual to consent in writing before requesting a criminal record check (such as an E-PIC). The Act also requires the individual to consent in writing for any disclosure of the results to the requesting organization.
20. For BC-based organizations and/or individuals located in BC, Canoe Kayak Canada and its Members understand that the process for obtaining a Criminal Record Check is different than in other provinces and territories and that sections of this policy relating to obtaining a Criminal Record Check may not apply. In such cases, the Screening Committee will provide Individuals with directions pursuant to the following website: <https://www.viasport.ca/free-criminal-records-checks>
21. Individuals may only obtain a VSC by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required.
22. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
23. Canoe Kayak Canada and its Members understand that they may be required to assist an individual with obtaining a VSC. A Request for VSC (**Appendix E**) may need to be submitted or other documentation may need to be completed that describes the nature of the organization and the individual's role with vulnerable individuals.

#### **Procedure**

24. Screening documents must be submitted to the Screening Committee via a secure online and confidential platform administered by Canoe Kayak Canada.
25. 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. Canoe Kayak Canada and its Members understand that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, and upon request by the individual, the Screening Committee may permit the individual to participate in the role during the delay. This permission may be withdrawn at any time and for any reason.
27. Canoe Kayak Canada and its Members recognize that different information will be available depending on the type of screening document that the individual has submitted. For example, an E-PIC may show details of a specific offense, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The Screening Committee will use its expertise and discretion when making decisions based on the screening documents that have been submitted.

28. Following the review of the screening documents, the Screening Committee will decide:
  - 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 consider the type of offense, date of offense, and relevance of the offense to the position sought.
30. The Screening Committee must decide that an individual has not passed screening if the screening documentation reveals any of the following:
  - a) If imposed in the last three years:
    - i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving
    - ii. Any offense for trafficking and/or possession of drugs and/or narcotics
    - iii. Any offense involving conduct against public morals
  - b) If imposed in the last ten years:
    - i. Any crime of violence including but not limited to, all forms of assault
    - ii. Any offense involving a minor or minors
    - iii. Any offense involving theft or fraud
  - c) If imposed at any time:
    - i. An individual's conviction for any of the following *Criminal Code* offenses:
      - a. Any offense of physical or psychological violence
      - b. Any crime of violence including but not limited to, all forms of assault
      - c. Any offense involving trafficking of illegal drugs
      - d. Any offense involving the possession, distribution, or sale of any child-related pornography
      - e. Any sexual offense

### **Conditions and Monitoring**

31. Excluding the incidents above which, if revealed, would cause the individual to not pass screening, the Screening Committee may determine that incidents revealed on an individual's screening documents 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**

32. 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.
33. The records kept as part of the screening process 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 Canoe Kayak Canada, by a Member, or by another sport organization

<b>Policy History</b>	
Approved	
Next Review Date	
Revision Approval Dates	

## Appendix A – Screening Requirements Matrix

Risk Level	Roles (Note Young People Exception and Specific Roles Classification Chart Below)	Screening	Training: Recommended Level 1 Required Level 2 & 3
Level 1 Low Risk	<p>a) Volunteers acting in non-regular or informal basis.</p> <p>b) Volunteers who are not in a position of authority.</p>	<p>Complete an Application Form (<b>Appendix B</b>) and Screening Disclosure Form (<b>Appendix C</b>)</p> <p>Participate in role specific training, orientation, and monitoring as considered necessary by the organization</p>	<ul style="list-style-type: none"> <li>CAC Safe Sport Training or</li> <li>Respect in Sport for Activity Leaders</li> </ul> <p>All Coaches Required:</p> <ul style="list-style-type: none"> <li>CAC Making Ethical Decisions Certified</li> </ul>
Level 2 Medium Risk	<p>a) Volunteers working in a regular capacity and who are in a position of authority.</p> <p>b) Non-Coach Employees</p> <p>c) Coaches who report to another Coach.</p> <p>d) Directors (all levels)</p> <p>e) Officials working in a position of authority</p>	<p>Same as Level 1 plus:</p> <p>Provide an Enhanced Policy Information Check (E-PIC).</p> <p>For new-hires, provide one letter of reference related to the position.</p> <p>Provide a driver’s abstract, if requested/required by virtue of the position.</p>	
Level 3 High Risk	<p>a) Senior Coaches</p> <p>b) Any coach or employee who will travel with athletes for overnight trips.</p>	<p>Same as Level 2 plus:</p> <p>Provide a Vulnerable Sector Check in addition to E-PIC</p> <p>For new-hires, a second letter of reference from a previous relevant sport related employer.</p>	

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- b) In lieu of obtaining a VSC or E-PIC, require the young person to submit up to two (2) additional letters of reference.

## Specific Roles Classification Chart

Note: This Chart is not intended to be comprehensive; organizations should assess the level of risk of any role not specified below based on the position of authority that the role puts a person in, the participants over whom they will have authority and the behaviours expected in the role they will be put in.

<p>Level 1 Low Risk</p>	<p>Parents and other individuals acting as informal, non-regular volunteers who are not in a position of authority.</p> <p>Race or Event volunteers, for example timers, safety boat operators, registration coordinators.</p>
<p>Level 2 Medium Risk</p>	<p>Volunteers working in a regular capacity and who are in a position of authority (i.e. Volunteer program coordinators, volunteer directors or others in charge of competitions.</p> <p>All paid employees including Part-Time or Assistant Coaches (please refer to the guidance on Young People above)</p> <p>Board of Directors at all organizations including Club, Provincial/Territorial Organizations and National Boards and Committees.</p> <p>Officials working in a position of authority including, all sprint accredited officials.</p> <p>Instructors</p> <p>Marathon: Chief of Race or Event Organizer, Chief of Course</p> <p>Safety Officers</p>
<p>Level 3 High Risk</p>	<p>Full time coaches</p> <p>A Coaches or other employees who oversee other Coaches.</p>



	Coaches who travel with athletes for overnight trips.
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**Appendix B – Application Form**

*Note: Individuals who are applying to volunteer or work within certain positions with Canoe Kayak Canada or a Member 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 Canoe Kayak Canada or within a Member, a new Application Form must be submitted.*

**NAME:**

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First Middle Last

**CURRENT PERMANENT ADDRESS:**

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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 Canoe Kayak Canada and/or the Member (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://canoekayak.ca/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 C – 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 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 disciplining 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 disciplining or sanctioning body: \_\_\_\_\_

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

**PRIVACY STATEMENT**

By completing and submitting this Screening Disclosure Form, I consent and authorize Canoe Kayak Canada and/or the Member 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 Sport Organizations, Divisions, Discipline-Specific Provincial Sport Organizations, Clubs, and other organizations involved in the governance of sport. Canoe Kayak Canada and its Members do 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 Canoe Kayak Canada or the Member (as applicable) 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 D – Screening Renewal Form

**NAME:**

\_\_\_\_\_

First

Middle

Last

**CURRENT PERMANENT ADDRESS:**

\_\_\_\_\_

Street

City

Province

Postal

**DATE OF BIRTH:** \_\_\_\_\_  
Month/Day/Year

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

**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 Canoe Kayak Canada or to the Member. 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 Canoe Kayak Canada or the Member. 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 E – Request For Vulnerable Sector Check

*Note: Canoe Kayak Canada and its Members will be required to modify this letter to adhere to any requirements from the VSC provider*

### INTRODUCTION

[insert Organization] 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

[insert Organization] is a not-for-profit [national, provincial, local] organization for the sport of canoe kayak located in [location].

[Insert additional description]

### 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.

[Insert additional information re: type and number of vulnerable individuals, frequency of access, etc.]

### CONTACT INFORMATION

If more information is required from [insert Organization], please contact the Screening Committee Chair:

[Insert information for Screening Committee Chair]

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