



**Policy Name:** Recruitment & Screening Policy for Staff, Coaches & Volunteers  
**Policy Number:** NCSA-005-06.27.2020  
**Policy Approver:** NCSA Board of Directors  
**Approval Date:** 06/17/2020

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#### **POLICY STATEMENT AND OBJECTIVES:**

**Nose Creek Swim Association (NCSA) strives to provide a safe environment where all of its members are required to conduct themselves in an appropriate and ethical manner. The intent of the policy is to ensure all members are held accountable for any actions that are not exemplary of an NCSA Member.**

The following terms have these meanings in this Policy:

- a) "Police Information Check" – A search of the RCMP criminal records database to determine whether the individual has a criminal record
- b) "Vulnerable Sector Verification" – A secondary part of the Police Information Check, for individuals who are volunteering in a vulnerable sector (such as with minor athletes or persons with a disability), which also searches for the existence of any pardoned sex offences and/or charges
- c) "Personnel" - NCSA personnel which shall include members and volunteers whose position with NCSA is one of trust or authority which may relate to finances or to young people or people with a disability. Personnel are required to obtain a Police Information Check with Vulnerable Sector Verification (PIC-VSV). Personnel include, but are not limited to, coaches, managers, chaperones, and employees and staff.
- d) "NCSA Board of Directors" – The President, Vice President, Secretary, Treasurer and other Members as appointed to the Board of NCSA
- e) "NCSA Executive Board of Directors" - includes the President, Vice President, Secretary and Treasurer

#### **Application of this Policy**

1. Purpose: Nose Creek Swim Association (NCSA) understands that screening personnel and volunteers is a vital part of providing a safe sporting environment for athletes. Like many sport organizations, NCSA requires its Personnel who interact with vulnerable athletes to be vetted through obtaining a Police Information Check with Vulnerable Sector Verification (PIC-VSV) and completing a Screening Disclosure Form.

2. NCSA will identify Personnel who, based on their role, require screening through a PIC-VSV and a Screening Disclosure Form. NCSA will determine which Designated Categories of Personnel will be subject to screening.
3. PIC-VSVs and Screening Disclosure Forms are required for the following “Designated Categories” who work closely with athletes and who occupy positions of trust and authority within NCSA:
  - a) Coaches
  - b) Team Managers and Chaperones
  - c) Employees
  - d) NCSA Board of Directors or potential Directors of the Organization

## Policy

4. It is the NCSA's policy that:
  - a) Personnel in Designated Categories will be screened using PIC-VSV and the Screening Disclosure Form. There will be no exceptions.
  - b) Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual to fulfil their identified position.
  - c) NCSA will not knowingly place in a Designated Category an individual who has a conviction for a **‘relevant offence’**, as defined in this Policy.
  - d) However, when the Screening Committee, who shall consist of the NCSA Executive Board of Directors, is of the opinion that, notwithstanding a conviction for a relevant offence, a person can occupy a position in a Designated Category without adversely affecting the safety of NCSA, an athlete or member of NCSA through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve a persons' participation in a Designated Category.
  - e) If a person in a Designated Category is charged with or subsequently receives a conviction for, or is found guilty of, a relevant office, they will report this circumstance immediately to NCSA.
  - f) If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their Designated Category and may be subject to further discipline in accordance with NCSA's *Complaint Procedure and Discipline Policy NCSA-001*.

## Screening Committee

5. The implementation of this policy is the responsibility of NCSA's Screening Committee which shall consist of the Executive Board of Directors. Quorum for the Screening Committee will be three members.
6. NCSA Board of Directors may, in its sole discretion, remove any member of the Screening Committee. When a position on the Screening Committee becomes vacant due to a conflict of interest, or either because a member has been removed or because a member has resigned, NCSA Board of Directors will appoint a replacement member. In order to accommodate mid-year membership changes, a replacement member for the Screening Committee is not required to be a member of the NCSA Executive Board of Directors.
7. The Screening Committee will carry out its duties, in accordance with the terms of this policy, and such committee members will abstain from the screening of their own PIC-VSVs. Screening of the Screening Committee will be completed by other members of the NCSA Board of Directors, not on the

Screening Committee to avoid a conflict of interest.

8. The Screening Committee is responsible for reviewing all PIC-VSVs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions in Designated Categories within NCSA. 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, and further may take whatever length of time it deems prudent in undertaking and considering the results of such consulting.

#### **How to Obtain a Police Information Check or Vulnerable Sector Verification (PIC-VSV)**

9. Personnel may obtain a PIC-VSV by visiting or contacting an RCMP office or their police of jurisdiction, providing the appropriate identification (one of which must have a photo), and request letter provided by NCSA Board of Directors and completing any required paperwork. Fees may also be required. NCSA will reimburse any Personnel that are in a volunteer capacity for the PIC-VSV fee.
10. Fingerprinting may be required.
11. Usually within 30 days, the RCMP or local police will issue the individual a document identifying one of the following:
  - a) Negative (a criminal record does not exist)
  - b) Records match (a criminal record exists)
  - c) Incomplete (there was a match with the gender and birth date – and fingerprinting is required)

#### **Procedure**

12. The PIC-VSVs and the Screening Disclosure Form will be submitted to the NCSA Board of Directors Secretary, in an envelope marked “Confidential”. The NCSA Board of Directors Secretary will conduct an initial review of the disclosed documents and will notify the NCSA Screening Committee as necessary.
13. Personnel who do not submit a PIC-VSV and the Screening Disclosure Form will receive a notice to this effect and will be informed that their application and/or position will not proceed until such time as the PIC-VSV and the Screening Disclosure Form is received.
14. The Screening Committee will receive and review all flagged PIC-VSVs and Screening Disclosure Forms and will determine whether the individual’s PIC-VSV and the Screening Disclosure Form reveal a relevant offence.
15. Subsequent to its’ review of the PIC-VSV and the Screening Disclosure Form, the Screening Committee, by majority vote, will:
  - a) Approve an individual’s participation in a Designated Category; or
  - b) Deny an individual’s participation in a Designated Category; or
  - c) Approve an individual’s participation in a Designated Category subject to terms and conditions as the Screening Committee deems appropriate
16. If an individual’s PIC-VSV and Screening Disclosure Form do not reveal a relevant offence, the Screening Committee will advise NCSA that the individual is eligible for the Designate Category. After providing notice, the Screening Committee will return or destroy the original PIC-VSV.

17. If an individual's PIC-VSV and the Screening Disclosure Form reveal a relevant offence, the Screening Committee will render its decision and provide notice of its decision in writing to NCSA and the applicant. After providing notice, the Screening Committee will return or destroy the original PIC-VSV.
18. The decisions of the Screening Committee are final and binding and will be effective upon notice being sent to the individual by email to his/her last known email address on record with NCSA.
19. PIC-VSVs are valid for a period of three years and Screening Disclosure Forms must be completed on an annual basis. Notwithstanding this, the Screening Committee may request that an individual in a designated category provide a PIC-VSV or Screening Disclosure Form to the Screening Committee for review and consideration. Such request will be in writing and will provide the reasons for such a request.

### **Relevant Offences**

20. For the purposes of this Policy, guidelines and examples of a 'relevant offence' include but are not limited to the following:
  - a) If imposed in the last five years:
    - i. Any offence involving the use of a motor vehicle, including but not limited to impaired driving
    - ii. Any offence for trafficking and/or possession of drugs and/or narcotics
    - iii. Any offence 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 offence involving a minor or minors
  - c) If imposed at any time:
    - i. Any offence involving the possession, distribution, or sale of any child-related pornography
    - ii. Any sexual offence
    - iii. Any offence involving theft or fraud
  - d) Such additional Offence as determined by the Screening Committee, in their sole discretion.

### **Records**

21. The Screening Committee may retain copies of PIC-VSVs and Screening Disclosure Forms in a secure location for a period of two years, provided all necessary applicable FOIP requirements and legislation are met. 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. The Screening Committee may forward the received Coaches PIC-VSVs to Swim Alberta as required under the applicable Swim Alberta Coach Registration and Minimum Requirements Policy.

### **Coach Specific Requirements:**

#### **Compliance with Policies**

22. Coaches are bound by all current NCSA's policies and must agree to the content, requirements, and clauses therein. Coaches should familiarize themselves with the all current NCSA policies and additional documentation, including but not limited to:

- a) Swim Alberta Coach Registration and Minimum Requirements Policy – See Appendix A
- b) Canadian Swimming Coaches and Teachers Association (CSCTA) Code of Professional Conduct.

### **Non Compliance with Policies**

24. A coach who does not complete all the requirements or comply with this policy within the timelines shall be considered non-compliant.

25. If a coach throughout the course of employment or contract subsequently receives a conviction or is found guilty of any criminal offence, that coach must immediately report this circumstance to the NCSA Board of Directors and the coach will be considered non-compliant. The information will be passed to the Screening Committee to review the case.

26. If the PIC-VSV should come back with a records match (i.e., a criminal record exists), that coach will immediately be considered non-compliant and the information will be passed onto the Screening Committee for review.

27. A non-compliant coach will be placed on a thirty (30) day probation to complete all requirements above. If a coach is still non-compliant after the thirty (30) probationary period, the coach will be removed from the deck with no further remuneration.

28. In all cases of non-compliance, including a criminal conviction or offence, the NCSA Executive Board of Directors has the right to place the Coach on an unpaid leave until such time as the Screening Committee has rendered a final decision.

### **Appendix A Coach Registration and Minimum Requirements Policy**

The May 27, 2017 Version has been attached for ease of reference, however the actual policy in effect at the time shall be valid and enforceable, and shall prevail over the attached Appendix herein.