



## **Screening Policy**

Original Date: August 23, 2022

Reviewed/Last Modified Date: August 29, 2022

Approved by: Board of Directors

### **DEFINITIONS**

The following terms have these meanings outlined in this policy:

a) Criminal Record Check (CRC) - a search of adult convictions held within the RCMP National Repository of Criminal Records

b) Vulnerable Sector Check (VSC) - a detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, local police information, and the Pardoned Sex Offender database

c) Vulnerable Individuals - a person under the age of 18 years old and/or a person 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

### **CONTEXT**

Dodgeball PEI understands that screening personnel and volunteers is a vital part of providing a safe sporting environment, and has become a common practice among sport organizations across the country that provide programs and services to our communities.

### **APPLICATION OF THIS POLICY**

This policy applies to all individuals who are seeking to volunteer, or coach with Dodgeball PEI's programs/activities and are in a position of trust or authority, which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals. Please note that this screening policy is not applicable to current Board of Directors, coaches, trainers, or Selection Committee Members. These policies will apply to any new/incoming Board of Directors, coaches, trainers, or Selection Committee Members.

Not all individuals associated with Dodgeball PEI will be required to obtain a Criminal Record Check, or submit screening documents because not all positions pose a risk of harm to Dodgeball PEI or its participants. Dodgeball PEI will determine which individuals will be subject to screening using the following guidelines (Dodgeball PEI may vary the guidelines at its 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: referees or players helping set up/tear down a tournament.

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: team managers, or coaches who are typically under the supervision of another coach.

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: Dodgeball PEI Board of Directors, Coaches, or Trainers.

The Dodgeball PEI Board of Directors is responsible for creating a safe sporting environment, and is responsible for overseeing all policies and processes used in making decisions regarding the appropriateness of individuals filling positions within Dodgeball PEI. In carrying out its duties, the Dodgeball PEI Board of Directors may consult with independent experts including: lawyers, police, risk management consultants, volunteer screening specialists, or any other person.

#### SCREENING REQUIREMENTS

Dodgeball PEI reserves the right to request a CRC from any individual who they deem to be placed in a large role of authority, and as a result, may supervise, direct, or have extended contact with athletes. Unless otherwise stated by Dodgeball PEI, Dodgeball PEI will screen individuals in the following capacities:

- a) All Level 2 Individuals will:
  - I. Complete an [application form](#) and submit to [dodgeballpei@gmail.com](mailto:dodgeballpei@gmail.com)
  - II. Complete a [Screening Disclosure Form](#) and submit to [dodgeballpei@gmail.com](mailto:dodgeballpei@gmail.com)
  - III. Complete any training, orientation, and monitoring as determined by Dodgeball PEI.
  
- b) All Level 3 individuals will:
  - I. Complete an [application form](#) and submit to [dodgeballpei@gmail.com](mailto:dodgeballpei@gmail.com)
  - II. Complete a [Screening Disclosure Form](#) and submit to [dodgeballpei@gmail.com](mailto:dodgeballpei@gmail.com)
  - III. Complete any training, orientation, and monitoring as determined by Dodgeball PEI.
  - IV. Complete a CRC, compensated by DBPEI.



## RENWAL

Unless the Dodgeball PEI Board of Directors determines, on a case-by-case basis, to modify submission requirements, individuals who are required to submit a CRC, Screening Disclosure Form are required to submit the documents as follows:

- a) a new CRC every three years
- b) a new [Screening Disclosure Form](#) every three years

## ORIENTATION, TRAINING, AND MONITORING

It is up to the sole discretion of Dodgeball PEI and its Board of Directors what elements of Orientation, Training, and Monitoring occur for each individual volunteer.

Orientation may include, but is not limited to: introductory presentations, facility tours, equipment demonstrations, meetings with colleagues/supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.

Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.

Monitoring may include, but is not limited to: written or oral reports, observations, tracking, and site visits.

## PROCEDURE

All screening documents must be submitted to [dodgeballpei@gmail.com](mailto:dodgeballpei@gmail.com). In order to be eligible to receive a reimbursement from Dodgeball PEI, a detailed receipt/invoice for the cost of the Criminal Record Check must be submitted to Dodgeball PEI within 30 days or payment.

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.

Dodgeball PEI understands that there may be delays in receiving the results of a CRC or VSC. At its discretion, Dodgeball PEI may permit the individual to participate in the role during the delay. Dodgeball PEI may withdraw this permission at any time and for any reason.

Following the review of the screening documents, Dodgeball PEI 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.

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.

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

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
  - f. Any offense involving theft or fraud



Excluding the incidents above which, if revealed, would cause the individual to not pass screening, Dodgeball PEI 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. Dodgeball PEI may apply and remove conditions at its discretion and will determine the means by which adherence to conditions may be monitored.

## RECORDS

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 records kept by Dodgeball PEI as part of the screening process include but are not limited to:

- a) an individual's Vulnerable Sector Check
- b) an individual's Criminal Record Check
- c) An individual's Screening Disclosure Form (for a period of three years)
- d) Records of any conditions attached to an individual's registration by the Screening Committee
- e) Records of any discipline applied to any individual by Dodgeball PEI or by another sport organization