



## 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. Synchro Ontario is responsible, at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. Synchro Ontario 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 Synchro Ontario who pose a risk to children or youth.

### Policy Statement

3. Not all personnel affiliated with Synchro Ontario will be required to undergo screening through a Police Records Check (“PRC”), as not all positions pose a risk of harm to Synchro Ontario or its members.
4. Persons who will be subject to screening through a PRC are those who work closely with minor athletes and who occupy positions of trust and authority within Synchro Ontario programs. Such ‘designated positions’ include:
  - a) All individuals in paid staff positions;
  - b) All persons affiliated with provincial teams, whether paid or volunteer;
  - c) All staff persons, board members and volunteers involved in the delivery of developmental programs including camps and clinics; and
  - d) Any staff person, board member or volunteer appointed to accompany a Synchro Ontario team to an event or competition whether as a coach, manager, chaperone, driver or official in another role.
5. It is Synchro Ontario’s policy that:
  - a) All positions will have a clear set of guidelines about appropriate behaviour and conduct.
  - b) The recruitment process for all ‘designated positions’ 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) PRCs will be mandatory for all persons in ‘designated positions’. There will be no exceptions.
  - d) Failure to participate in the PRC process as outlined in this policy will result in ineligibility for the ‘designated position’.
  - e) Synchro Ontario 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 Synchro Ontario.

## **Screening Committee**

6. The implementation of this policy is the responsibility of the Screening Committee, a committee of three persons appointed by the Board of Directors for a term of three years.

7. The Screening Committee will carry out its duties in an independent manner and at arms-length from the Board of Directors and the staff of Synchro Ontario.

8. The Screening Committee is responsible for receiving and reviewing all PRCs and, based on such reviews, making decisions regarding the appropriateness of individuals occupying 'designated positions'. The Screening 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 Screening Committee deems appropriate.

9. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants or volunteer screening specialists. The decisions of the Screening Committee are final and binding and may not be appealed.

## **Procedure**

10. Each person subject to this policy will apply for and obtain a PRC at their local police detachment. If there is a charge to obtain the PRC, Synchro Ontario will **not** reimburse the person for such expense.

11. Each person subject to this policy will submit the original copy of their PRC to the Screening Committee, c/o Synchro Ontario at its head office, in an envelope marked 'Confidential'.

12. The Provincial Screening Committee will review all PRCs received and will determine whether the PRC reveals a relevant offence. The Screening Committee will render its decision in accordance with paragraph 8 and will notify the person and Synchro Ontario of its decision in writing. The original copy of the PRC will be returned to the person who supplied it.

13. PRCs are valid for a period of three years.

14. If a person has been screened and approved by a member club, Synchro Ontario will confirm such approval and not require a second screening.

## **Relevant Offences**

15. 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**

16. The Provincial Screening Committee will retain no copies of PRCs, but may retain written records of its communications with the persons submitting the PRC and with Synchro Ontario. 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**

17. This policy was approved by the Board of Directors of Synchro Ontario on June 23, 2007. This policy is not a static document: it will be reviewed by the Board of Directors, with input from the Screening Committee, on an annual basis.

## **Appendix "A"**

### **Phased Implementation of this Policy**

18. This policy will be implemented in a phased manner as follows:

- a) For those individuals in 'designated positions' who are in full-time, continuing employment contracts, this policy will take effect January 1, 2008.
- b) For those individuals who are in 'designated positions' who are in short term contracts, this policy will take effect upon the renewal of such contracts.
- c) For those individuals not yet hired for or appointed to 'designated positions', this policy will take effect immediately.

19. Where required, Synchro Ontario will revise all contracts of employment and contracts for services, as they come up for revision or renewal, to reflect the requirements of this policy. This policy will be communicated immediately to all staff and volunteers of Synchro Ontario who will be affected by this policy, and will be incorporated into Synchro Ontario's Personnel Policy when that policy is next reviewed and consolidated.