London Ramblers Basketball
960 Bradshaw Crescent
London ON N5X 0B6

Background Screening Policy

Definitions

1. The following terms have these meanings in this Policy:
    a. "Criminal Record Check (CRC)" – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
    b. "Local Police Information (LPI)" – additional conviction and selected non-conviction information in national and local police data sources which may be relevant to the position sought
    c. "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
    d. "Vulnerable Participants" – 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

Preamble

2. ***Ramblers Basketball*** (the club) 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 that provide programs and services to the community.

Application of this Policy

3. This Policy applies to all individuals whose position with the club is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Participants.

4. Not all individuals associated with the club will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to the club or to its participants. The club will determine which individuals will be subject to screening using the following guidelines (The club may vary the guidelines at its discretion):

a. *Level 1* - Participants involved in assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Participants.
   Examples:
   i. Parents, youth, or volunteers who are helping on a non-regular or informal basis

b. *Level 2* – Participants involved in assignments who may be in a supervisory role, may direct others, who occupy positions of trust and/or authority, who have frequent or unsupervised access to Vulnerable Participants or may be involved with finances.
   Examples:

   i. Directors
   ii. Non-coach employees or managers
   iii. Convenors who are typically under the supervision of a director
   iv. Full and part time volunteer coaches
   v. Coaches who travel with athletes
   vi. Coaches who could be alone with athletes

Screening Committee

5. The implementation of this policy is the responsibility of the Club's Screening Committee or other club designates such as a club president/board members if the club's size warrants this.
6. The Club Screening Committee is responsible for reviewing all documents submitted and, based on the review, submitting to the Provincial/Territorial Sport Organization Screening Committee (PTSO SC) any flagged individuals or unclear background screening. The PTSO SC will make decisions regarding the appropriateness of individuals filling positions within the club. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, provincial/territorial sport organization, or any other person.
7. Nothing in this Policy restricts or limits the PTSO SC from requesting that the individual attend an interview with the PTSO SC if the PTSO SC considers that an interview is appropriate and necessary to screen the individual's application.

8. Nothing in this Policy restricts or limits the PTSO SC from requesting the individual's authorization to contact any professional, sporting or other organization in order to assess the individual's suitability for the position that they are seeking.
9. Nothing in this Policy restricts or limits the PTSO SC from requesting further information from the individual on more than one occasion, subject to the individual's right to insist that the Screening Committee make a decision on the basis of the information before it.
10. The PTSO SC may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.
11. When assessing an individual's screening application, the PTSO SC shall determine whether there is reason to believe that the individual may pose a risk to the club, or to another individual.
12. An individual having been previously penalized for a prior offence shall not prevent the PTSO SC from considering that offence as part of the individual's screening application.
13. If the PTSO SC determines on the basis of the individual's screening application, in addition to any further material received by it, that the individual does not pose a risk to the members of the club, the Screening Committee shall approve the individual's application, subject to the Screening Committee's right to impose conditions.
14. In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall be provided to the applicant and to the Board of Directors of the club which may disseminate the decision as they see fit in order to best fulfil the mandate of the club.
15. A Participant whose screening application has been denied or revoked may not re-apply to participate in the programs or activities of the club for two (2) years from the date the rejected application was made Screening Requirements
16. It is the club's policy that when an individual is first engaged by the club:
    a. Level 1 individuals will:
        i. Complete a Screening Disclosure Form
        ii. Participate in training, orientation, and monitoring as determined by the club
    b. Level 2 individuals will:
        i. A volunteer/coach's application online
        ii. Complete a Screening Disclosure Form
        iii. Complete and provide a Vulnerable Screen Check
        iv. Participate in training, orientation, and monitoring as determined by the club

c. If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to the club. Additionally, the individual will inform the club of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
d. If the club or PTSO 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 club policy.

Young People

17. The club defines a young person as someone who is younger than 18 years old. When screening young people, the club will:
    a. Not require the young person to obtain a VSC or CRC; and
    b. In lieu of obtaining a VSC or CRC, require the young person to submit a coaches application with 2 references.
18. Notwithstanding the above, the club may ask a young person to obtain a VSC if the club suspects the young person has an adult conviction and therefore has a criminal record. In these circumstances, the club will be clear in its request that it is not asking for the young person's youth record. The club understands that it may not request to see a young person's youth record.

Renewal

19. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit an CRC, Screening Disclosure Form, VSC, or Screening Renewal Form, are required to submit the documents as follows:
    a. A Screening Disclosure Form every three years
    b. A Screening Renewal Form (Appendix B) every year
    c. A Vulnerable Sector Check once every three years
20. At any time, including after either the submission of an individual's application or its approval (with or without conditions), the Screening Committee may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of the club, could affect the assessment of the individual's suitability for participation in the programs or activities of the club, or the individual's interactions with other individuals involved with the club.

Orientation, Training, and Monitoring

21. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at the club's discretion.

22. Orientation may include, but is not limited to: introductory presentations, 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. Courses may include:
    a. Respect in Sport Training
    b. CAC Safe Sport Training
    c. Canada Basketball Coaching Certification levels
    d. Emergency Action Plan Training
    e. Concussion Training
24. At the conclusion of orientation and training, the individual will be required to acknowledge, in written form (Appendix D), 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.

How to Obtain a VSC

26. Participants 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.
27. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
28. The club understands that it may be required to assist an individual with obtaining a VSC. The club may need to submit a Request for VSC (Appendix C) or complete other documentation describing the nature of the organization and the individual's role with vulnerable individuals.

Procedure

29. Screening documents must be submitted to the Club Screening Committee.
30. 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.
31. The club understands that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, the club may permit the individual to participate in the role during the delay. The club may withdraw this permission at any time and for any reason.

32. The club recognizes 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 and may request further screening documents if deemed necessary.
33. Following the review of the screening documents, the PTSO SC 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.
34. In making its decision, the PTSO SC will consider the type of offense, date of offense, and relevance of the offense to the position sought.
35. The PTSO SC may decide that an individual has not passed screening if the screening documentation reveals any of the following:
    a. If imposed in the last ten years:
        i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving
        ii. Any offense involving conduct against public morals
        iii. Any offense involving theft or fraud
    b. If imposed at any time:
        i. Any offense involving a Minor or Minors
        ii. Any offense of assault, physical or psychological violence
        iii. Any offense involving trafficking or possession of illegal drugs
        iv. Any offense involving the possession, distribution, or sale of any child-related pornography
        v. Any sexual offense

Conditions and Monitoring

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

Records

37. 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.
38. The records kept, which will be stored in a secure area, by the club as part of the screening process include but are not limited to:
    a. An individual's Vulnerable Sector Check
    b. An individual's CRC (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 the club or by another sport organization