

Lake Superior Biathlon
17-230 Frederica St. West
Thunder Bay ON, P7E 3W2

LAKE SUPERIOR BIATHLON - SCREENING POLICY

Ref: A. Biathlon Ontario Discipline and Complaints policy - May 2017

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. **Enhanced Police Information Check (E-PIC):** A Criminal Record Check plus a search of local police information, available from Sterling Backcheck
 - d. **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
 - e. **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

Preamble

2. Lake Superior Biathlon 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 Lake Superior Biathlon is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals.
4. Not all individuals associated with Lake Superior Biathlon will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to Lake Superior Biathlon or to its participants. Lake Superior Biathlon will determine which individuals will be subject to screening using the following guidelines (Lake Superior Biathlon may vary the guidelines at its discretion):

- a. **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:
 - i. Parents, youth, or volunteers who are helping out on a non-regular or informal basis
 - ii. Directors not involved with finances or immediate athlete supervisory role

- b. **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:
 - i. Athlete support personnel
 - ii. Non-coach employees or managers
 - iii. Directors involved with finances
 - iv. Coaches who are typically under the supervision of another coach

- c. **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:
 - i. Full time coaches
 - ii. Coaches who travel with athletes
 - iii. Coaches who could be alone with athletes

Screening Committee

5. The implementation of this policy is the responsibility of Lake Superior Biathlon's Screening Committee which is a committee of either one (1) or three (3) members appointed by Lake Superior Biathlon Board of Directors. Lake Superior Biathlon will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately screening documents and render decisions under this Policy.

6. In the event that Lake Superior Biathlon Board of Directors has not appointed a Screening Committee, then Lake Superior Biathlon's President shall assume the role and responsibilities of the Screening Committee.

7. Appointed members of the Screening Committee who find themselves in conflict of interest with a particular individual upon review must reclude themselves from the Screening Committee proceeding until such time that the individual screening has been concluded.

8. 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 Lake Superior Biathlon. 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. Any fee associated with any third-party consultant above \$200.00 must get approval from Lake Superior Biathlon Board of Director.

Screening Requirements

9. It is Lake Superior Biathlon's policy that when an individual is first engaged by Lake Superior Biathlon:

- a. Level 1 individuals will:
 - i. Complete an Application Form (**Appendix A**)
 - ii. Complete a Screening Disclosure Form (**Appendix B**)
 - iii. Participate in training, orientation, and monitoring as determined by Lake Superior Biathlon

- 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 Lake Superior Biathlon
 - 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 Lake Superior Biathlon
 - vi. Provide a driver's abstract, if requested

- d. A letter of reference related to the position must come from a person at arm's length (person of no relations) to the individual who can attest to the his/her character and skills sets for the position sought.

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

11. If Lake Superior Biathlon 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 Ref A.

Young People

12. Lake Superior Biathlon defines a young person as someone who is younger than 18 years old. When screening young people, Lake Superior Biathlon 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.

13. Notwithstanding the above, Lake Superior Biathlon may ask a young person to obtain a VSC or E-PIC if Lake Superior Biathlon suspects the young person has an adult conviction and therefore has a criminal record. In these circumstances, Lake Superior Biathlon will be clear in its request that it is not asking for the young person's youth record. Lake Superior Biathlon understands that it may not request to see a young person's youth record.

Renewal

14. 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 C**) every year
- d. A Vulnerable Sector Check every three years

15. 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.

16. Members may submit official receipts for related expenses incurred towards the renewal of their E-PIC and VSC documents.

Orientation, Training, and Monitoring

17. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at Lake Superior Biathlon's discretion.

18. 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.

19. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback. Furthermore, elected Directors, Level II and Level III individuals must successfully complete the *Coaches Association of Canada - Safe Sport Training Module*.

20. 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 and E-PIC or VSC

21. Lake Superior Biathlon 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/

22. In Ontario, Lake Superior Biathlon understands that the *Police Record Checks Reform Act, 2015* requires Ontario-based individuals 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.

23. Individuals are to obtain a VSC by visiting Thunder Bay Police Services in-person or applying online by submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required. Upon successful engagement by Lake Superior Biathlon, the individual may submit official receipt for reimbursement.

24. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.

25. Lake Superior Biathlon understands that it may be required to assist an individual with obtaining a VSC.

26. Lake Superior Biathlon may need to submit a Request for VSC (**Appendix D**) or complete other documentation describing the nature of the organization and the individual's role with vulnerable individuals.

Procedure

27. Screening documents must be submitted to the following individual:

Lake Superior Biathlon President

28. 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.

29. Lake Superior Biathlon understands that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, Lake Superior Biathlon may permit the individual to participate in the role during the delay. Lake Superior Biathlon may withdraw this permission at any time and for any reason.

30. Lake Superior Biathlon 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.

31. 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.

32. 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.

33. 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:
 - 1. Any offense of physical or psychological violence
 - 2. Any crime of violence including but not limited to, all forms of assault Any offense involving trafficking of illegal drugs
 - 3. Any offense involving the possession, distribution, or sale of any child-related pornography
 - 4. Any sexual offense
 - 5. Any offense involving theft or fraud

Conditions and Monitoring

34. 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

35. 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.

36. The records kept by Lake Superior Biathlon 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 Lake Superior Biathlon or by another sport organization

Approval

37. The Lake Superior Biathlon Board of Directors shall review this policy every two years.

Approved: 24 June 2020

Review: 2022

Revisions

Original – 24 June 2020



LAKE SUPERIOR BIATHLON - APPLICATION FORM

Appendix A – Lake Superior Biathlon Screening Policy

Position applying for: _____

Individuals who are applying to volunteer or work within certain positions with Lake Superior Biathlon must complete this Application Form. Individuals need to complete an Application Form once for the position sought.

Full Name _____

CURRENT PERMANENT ADDRESS :

Number Street _____

City Province Postal Code _____

Date of Birth _____ Gender Identity _____
Month/Day/Year

Phone: _____

Email: _____

By signing this document below, I agree to adhere to Biathlon Ontario and Lake Superior Biathlon’s policies and procedures, including but not limited to the Code of Conduct and Ethics, Conflict of Interest Policy, Privacy Policy, and Screening Policy.

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.

Signature

Date

Print Name



LAKE SUPERIOR BIATHLON – SCREENING DISCLOSURE FORM

Appendix B – Lake Superior Biathlon Screening Policy

Full Name _____

CURRENT PERMANENT ADDRESS :

Number Street

City Province Postal Code

Date of Birth _____ Gender Identity _____
Month/Day/Year

Phone: _____

Email: _____

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: _____

Lake Superior Biathlon

17-230 Frederica St. West

Thunder Bay, ON P7E 3W2

<http://www.lakesuperiorbiathlon.com>

info@lakesuperiorbiathlon.com

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 Lake Superior Biathlon 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 Lake Superior Biathlon's Screening Policy, administering membership services, and communicating with National Sport Organizations, Provincial/Territorial Sport Organizations, Sport Clubs, and other organizations involved in the governance of sport. Lake Superior Biathlon does 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 Lake Superior Biathlon 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.

Signature

Date

Print Name



LAKE SUPERIOR BIATHLON – SCREENING RENEWAL FORM

Appendix C – Lake Superior Biathlon Screening Policy

Full Name _____

CURRENT PERMANENT ADDRESS :

Number Street _____

City Province Postal Code _____

Date of Birth Gender Identity _____
Month/Day/Year

Phone: _____

Email: _____

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 Lake Superior Biathlon. 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 Lake Superior Biathlon. 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 Lake Superior Biathlon’s 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.

Signature _____

Date _____

Print Name _____



[Date]

Thunder Bay Police Service
1200 Balmoral Street
Thunder Bay, ON P7B 5Z5

REQUESTS FOR POLICE INFORMATION AND VULNERABLE SECTOR CHECKS

Ref: Lake Superior Biathlon Screening Policy – Appendix D

As the authorized representative of Lake Superior Biathlon, that is responsible for the well-being of one or more children or vulnerable persons as defined in Section 6.3(1) of the Criminal Records Act, I hereby request that the Thunder Bay Police Service conduct a

- Police Information Check (PIC); and
- Police Vulnerable Sector Check (PVSC)

Of Candidate: [Insert Name]

Address: [Insert Candidate Full Address]

who will be working in a volunteer position as a:

Position requiring check: [Insert Position sough]

And perform the following duties:

- [List duties]

Should there be any questions in regards to the request, kindly contact me at [Insert Executive Phone Number] or via email at info@lakesuperiorbiathlon.com.

Best regards,

[Insert Executive Name]

[Insert Executive Title]

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