



# Screening Policy

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## 1. GOAL

- 1.1. Cycling Canada 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 Canadian cycling community.

## 2. PRINCIPLES

- 2.1 Cycling Canada has an obligation to its athletes and stakeholders to ensure that individuals who wish to engage in CC activities are appropriately screened, as determined by their roles and responsibilities as set out in this policy.
- 2.2 Any Staff as defined in this policy who participates in CC activities will be subject to this Screening Policy in accordance with the Safe Sport Policy.
- 2.3 The Screening Committee is responsible for reviewing all screening documents and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions within Cycling Canada. In carrying out its duties, the Screening Committee may consult with independent experts including, but not limited to, lawyers, police, risk management consultants, or volunteer screening specialists.

## 3. FIELD OF APPLICATION

- 3.1. This Policy applies to all individuals who are seeking a Staff position as defined in this policy to participate in Cycling Canada business, activities or events and may be a Person in Authority (PIA).
- 3.2. Not all individuals associated with Cycling Canada will be required to obtain a CRC or submit a Screening Disclosure Form because not all positions pose a risk of harm to Cycling Canada or its participants. Cycling Canada will determine which individuals will be subject to screening using the following guidelines:

Level 1 – Low Risk – Individuals who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Individuals.

Level 2 – Medium Risk – Individuals who may be in a supervisory role, may direct others, may be involved with finances, and/or may have limited access to Vulnerable Individuals.

Level 3 – High Risk – Individuals 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.

## 4. DEFINITIONS

- 4.1. Criminal Record Check (CRC): A search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record.
- 4.2. Vulnerable Sector Verification (VSV): A detailed check that includes a search of the RCMP National Repository of Criminal Records, local police information, and the Pardoned Sex Offender database. Also referred to as a Vulnerable Sector Check (VSC) or Vulnerable Sector Search (VSS).
- 4.3. Enhanced Police Information Check (E-PIC): A CRC plus a search of Local Police Information, available from a professional background and identity services firm.
- 4.4. 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.
- 4.5. Vulnerable Individual: A person under the age of 18 years old and/or a person who, because of age, disability, or other circumstances, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by individuals in positions of trust or authority.
- 4.6. Staff: An individual recognized by CC operating in a full-time, part-time, term, contract, or volunteer capacity.
- 4.7. Screening Committee: A committee composed of three (3) individuals including an appointed third party and two (2) Cycling Canada Staff appointed by the Chief Development Officer tasked with reviewing and assessing all screening documents outlined in this Policy to render decisions under this Policy.
- 4.8. PIA: A Person in Authority (PIA) includes any person who holds a position of trust or authority over an athlete pursuant to the role assigned to them by CC or an CC decision maker. PIAs include but are not limited to coaches, Staff, third party service providers and volunteers.

## 5. POLICY STATEMENT

- 5.1. Cycling Canada is committed to providing a safe sport environment and, as laid out in the Safe Sport Policy, all Staff wishing to participate in CC activities must be in compliance with this policy.

## 6. PROVISIONS

### 6.1. Screening Requirements

- 6.1.1. Cycling Canada has created a Screening Requirement Matrix (Appendix A) to identify which level of risk an individual aligns with based on their role and determine which screening protocols are required for submission prior to an individual's participation.
- 6.1.2. Cycling Canada or the Screening Committee, at their sole discretion, may request a higher level of screening from any individual, or have an individual re-screened, including requiring a new CRC or VSV and/or Screening Disclosure Form (Appendix B), at any time. Such request will be in writing and reasons will be provided for the request.

### 6.2. Obtaining Required Documents

- 6.2.1. Cycling Canada has joined the Coaching Association of Canada's Responsible Coaching Movement and may have access to the E-PIC at a discounted rate. Individuals can obtain an E-PIC via [https://pages.sterlingbackcheck.ca/landing-pages/c/cac\\_ace/](https://pages.sterlingbackcheck.ca/landing-pages/c/cac_ace/)
- 6.2.2. Cycling Canada understands that in Ontario the *Police Record Checks Reform Act, 2015* requires an individual 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 to any disclosure of results to the requesting organization.

- 6.2.3. In BC, the process for obtaining a Criminal Record Check is different than in other provinces and territories and sections of this policy relating to obtaining a Criminal Record Check may not apply. In such cases, the Screening Committee will provide individuals with directions pursuant to the following website: <https://www.viasport.ca/freecriminal-records-checks>.
- 6.2.4. Individuals may only obtain a VSC by visiting an RCMP office or police station, submitting two (2) pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required.
- 6.2.5. Cycling Canada understands that it may be required to assist an individual with obtaining a VSC. Cycling Canada may need to submit a Request for VSC or complete other documentation describing the nature of the organization and the individual's role with vulnerable individuals.

### 6.3. Document Submission

- 6.3.1. Screening documents must be submitted to the Screening Committee identified by Cycling Canada.
- 6.3.2. 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.
- 6.3.3. Cycling Canada understands that processing of VSV and E-PIC can take up to 120 days. At its discretion, and upon request by the individual, the Screening Committee may permit the individual to participate in the role during the delay, providing the individual has submitted their CRC and Screening Disclosure Form. This permission is valid for a maximum of 120 days and may be withdrawn at any time and for any reason.
- 6.3.4. Cycling Canada 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 VSV 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.

### 6.4. Screening Committee Review

- 6.4.1. 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.
- 6.4.2. The Screening Committee may consult with independent experts including, but not limited to, lawyers, police, risk management consultants, or volunteer screening specialists.
- 6.4.3. If Cycling Canada 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 Cycling Canada's [Complaints & Discipline Policy](#).

- 6.4.4. 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.
- 6.4.5. 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 involving trafficking or possession of illegal drugs
    - iii. Any offense involving conduct against public morals
    - iv. Any offense of assault, physical or psychological violence
    - v. Any offense involving theft or fraud
  - b) If imposed at any time:
    - i. Any offense involving a Minor or Minors
    - ii. Any offense involving the possession, distribution, or sale of any child-related pornography
    - iii. Any sexual offense
- 6.4.6. The decision of the Screening Committee may be appealed in accordance with Cycling Canada's [Appeal Policy](#).

## 6.5. Conditions and Monitoring

- 6.5.1. Excluding the incidents above which, if revealed, would cause the individual to not pass the screening process, 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.

## 6.6. Renewal

- 6.6.1. 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, VSV are required to submit:
- 6.6.1 An E-PIC every three years
  - 6.6.2 A Screening Disclosure Form (Appendix B) every three years
  - 6.6.3 A Screening Renewal Form (Appendix D) every year
  - 6.6.4 A Vulnerable Sector Check once
- 6.6.2. 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.
- 6.6.3. If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to Cycling Canada. Additionally, the individual will inform the organization of any changes to their circumstance that would alter their original responses in their Screening Disclosure Form.

## **6.7. Records**

- 6.7.1. 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.
- 6.7.2. The records kept by Cycling Canada as part of the screening process include but are not limited to:
  - i. An individual's Vulnerable Sector Check
  - ii. An individual's E-PIC (for a period of three years)
  - iii. An individual's Screening Disclosure Form (for a period of three years)
  - iv. Records on any conditions attached to an individual's registration by the Screening Committee

## **7. REVIEW AND APPROVAL**

- 7.1 Original policy development lead: Geordie Moss, Mark Gilligan, Mathieu Boucher
- 7.2 Current policy development lead: Geordie Moss, Mark Gilligan, Mathieu Boucher



## Appendix A

### CYCLING CANADA SCREENING RISK MATRIX

Risk Level	Roles	Screening Requirements
<b>Level 1 Low Risk</b>	<ul style="list-style-type: none"> <li>Parents, youth, or volunteers acting in a non-regular or informal basis</li> <li>Volunteers who are not in a position of authority or who do not have access to Vulnerable Individuals</li> </ul>	<p>Complete a Screening Disclosure Form (<b>Appendix B</b>) and an Application Form (<b>Appendix C</b>)</p> <p>Participate in role-specific training, orientation, and monitoring as considered necessary by Cycling Canada</p>
<b>Level 2 Medium Risk</b>	<ul style="list-style-type: none"> <li>Athlete Support Personnel</li> <li>Non-coach employees or managers</li> <li>Coaches who are typically under the supervision of another coach</li> <li>Officials working in a position of authority</li> <li>Volunteers working in a regular capacity with Vulnerable Individuals and who are in a position of authority</li> </ul>	<p><b>Same as Level 1 plus:</b></p> <p>Complete and provide an E-PIC</p> <p>Provide a driver's abstract, if requested/required by virtue of the position</p>
<b>Level 3 High Risk</b>	<ul style="list-style-type: none"> <li>Cycling Canada staff members</li> <li>Full-time coaches</li> <li>Board of Directors</li> <li>Coaches who travel with athletes</li> <li>Coaches who could be alone with athletes</li> <li>Any individual who is traveling with the National Team (e.g. coaches, managers, medical staff, national office staff, Directors, personal coaches, mechanics, and other designated positions)</li> </ul>	<p><b>Same as Level 2 plus:</b></p> <p>Complete and provide a VSC in addition to E-PIC</p> <p>Provide references related to the position, if requested</p>



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 Cycling Canada 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 the *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial/Territorial Sport Organizations, Clubs, and other organizations involved in the governance of sport. Cycling Canada 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 Cycling Canada 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.

**NAME (print):** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

## Appendix C – Application Form

*Note: Individuals who are applying to volunteer or work within certain positions with Cycling Canada must complete this Application Form. Individuals need to complete an Application Form once for the position sought. If the individual is applying for a new position within Cycling Canada a new Application Form must be submitted.*

Please provide the below information and submit to [safesport@cyclingscanada.ca](mailto:safesport@cyclingscanada.ca) upon completion.

**NAME:** \_\_\_\_\_  
First Middle Last

**CURRENT PERMANENT ADDRESS:**

\_\_\_\_\_  
Street City Province Postal

**DATE OF BIRTH:** \_\_\_\_\_ **GENDER IDENTITY:** \_\_\_\_\_  
Month/Day/Year

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**POSITION SOUGHT:** \_\_\_\_\_

By signing this document below, I agree to adhere to the policies and procedures of Cycling Canada, including but not limited to the Code of Conduct, Complaints & Discipline Policy, Conflict of Interest Policy, Safe Sport Policy, and Screening Policy. Policies are located at the following link:  
<https://www.cyclingscanada.ca/about/governance/>

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.

**NAME (print):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

## Appendix D Screening Renewal Form

Please provide the below information and submit to [safesport@cyclingscanada.ca](mailto:safesport@cyclingscanada.ca) upon completion.

**NAME:**

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First	Middle	Last
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**CURRENT PERMANENT ADDRESS:**

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Street	City	Province	Postal
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**DATE OF BIRTH:** \_\_\_\_\_  
Month/Day/Year

**GENDER IDENTITY:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

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 and/or Driver's Abstract ("Personal Document") to Cycling Canada. 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 Personal Document that I would obtain or submit on the date indicated below would be no different than the last Personal Document that I submitted to Cycling Canada. 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 Personal Document to the Screening Committee instead of this form.

**I recognize that if there have been changes to the results available from any Personal Document and 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.**

**NAME (print):** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_