

Energy Cycling Club Inc. (ECC)

Screening Policy

Definitions

1. The following terms have these meanings in this Policy:

- a) “Criminal Record Check (CRC)” – A search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record.
- b) “Individual” – Those engaged in activities with the ECC including, but not limited to Coaches, Rider Leaders and those serving on the Board of Directors of the ECC. This does not include 3rd party individuals who the ECC contacts for booking services or events, staff where the ECC holds events, etc.

Preamble

2. The ECC understands that screening 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 the individuals whose position with the ECC is one of trust or authority which may relate to, at a minimum, finances and supervision. Those individuals include the following:

- a. Directors with financial signing authority under the ECC’s bylaws, namely President, Vice President, Secretary, and Treasurer.
- b. Directors with access to Individuals personal information, namely President, Membership Committee, and Communications Committee.
- c. Coaches and persons involved with youth (minors) or people with a disability.

Policy

4. The positions noted above will be required to complete and provide a CRC prior to assuming any position.

5. Failure to participate in the screening process as outlined in this policy will result in the individual’s ineligibility for the position sought.

6. If a person referenced in section 4 subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to the ECC Board of Directors.

Screening Committee

7. The implementation of this policy is the responsibility of the remaining members of the ECC’s Board of Directors, whom shall make up the Screening Committee. Those members are

responsible for reviewing all CRCs and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions within the ECC. 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.

How to Obtain a Criminal Record Check

8. A CRC must be obtained from the residents' local police station. Fees may also be required and are reimbursed by the ECC upon the submission of a legitimate receipt.

Procedure

9. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals are required to submit a CRC as per item 4 of this policy.

10. The Screening requirements defined in this policy will be submitted to the ECC in an envelope marked "Confidential", for review at the 1st Board Meeting after submission. Applications may also be reviewed by the Screening Committee through email conversation.

11. Individuals who do not undertake the screening requirements required by this policy will receive a notice to that effect and will be informed that they are ineligible for their position until such time as the screening requirements are followed.

12. Following the review of documents for offenses, the Screening Committee will decide whether the individual is suitable for the position or not.

Offenses

13. Provided a pardon has not been granted, any offense found in the CRC automatically disqualifies the individual from any position within the Club as per item 3 of this policy.

Criminal Convictions

An individual's conviction for any of the following Criminal Code offenses may result in expulsion from the Organization and/or removal from designated positions, competitions, programs, activities and events upon the sole discretion of the Organization:

- 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.

Records

14. 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.

15. The records kept by the ECC as part of the screening process include but are not limited to:

- a) An individual's Criminal Record Check (for a period of two years)
- b) Records of any discipline applied to any individual by the ECC or by the Ontario Cycling Association.

Review and Approval

This policy is reviewed annually.