



## Screening Policy

### Definitions

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

- a) “*Police Information Check (PIC)*” – A search of the RCMP criminal records database to determine whether the individual has a criminal record
- b) “*Police Vulnerable Sector Check (PVSC)*” – A PVSC searches for the existence of a criminal record, outstanding charges, various charges and convictions, and any pardoned sex offences
- c) “*Personnel*” – Slo-Pitch Ontario personnel including members and volunteers whose position with Slo-Pitch Ontario is one of trust or authority which may relate to finances or to young people or people with a disability.

### Purpose

2. To ensure a beneficial experience for participants, all Personnel will be screened before they can be accepted and placed within the organization. Ongoing screening through supervision, evaluation, and feedback helps the Slo-Pitch Ontario provide a safe and secure environment for participants.

3. Slo-Pitch Ontario requires Personnel who interact with athletes, or who are placed in a position of trust or authority, to obtain a Police Information Check with PVSC and completing a Screening Disclosure Form.

### Application of this Policy

4. Not all Personnel associated with Slo-Pitch Ontario will be required to undergo screening through a PIC-PVSC and a Screening Disclosure Form, as not all positions pose a risk of harm to Slo-Pitch Ontario or to its members. Slo-Pitch Ontario will determine, as a matter of policy, which designated positions will be subject to screening.

5. Slo-Pitch Ontario encourages all Softball Associations to adopt and implement screening policies consistent with this policy.

6. For the purpose of this policy, it is recommended that persons who will be subject to screening through PIC-PVSCs and Screening Disclosure Forms are those who work closely with youth and who occupy positions of trust and authority within Slo-Pitch Ontario programs. Directors will also be subject to screening through PIC-PVSCs and Screening Disclosure in order to demonstrate Slo-Pitch Ontario’s commitment to this policy.

7. It is Slo-Pitch Ontario’s policy that PIC-PVSC’s will be mandatory for all persons in designated positions, including

- all Directors, and  
- all volunteers that are selected to participate in SPO High School Girls Tournament or any other program under the direction of SPO. There will be no exceptions.  
Failure to participate in the PIC-PVSC process as outlined in this policy will result in ineligibility for the designated positions.

Slo-Pitch Ontario will not knowingly fill a designated position with a person who has a conviction.

However, when the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence, a person can occupy a Designated Position without adversely affecting the safety of a participant, the Screening Committee may approve an individual's placement in a Designated Position.

If a person in a Designated Position subsequently receives a conviction for, or is found guilty of, a relevant offence, he or she must report this circumstance immediately to Slo-Pitch Ontario.

If a person provided falsified or misleading information, that person will immediately be removed from his or her position and may be subject to further discipline in accordance with Slo-Pitch Ontario's *Policy Relating to Member Conduct*.

8. In lieu of a PIC-PVSC, persons under the age of 18 who wish to apply for Designated Positions may submit a Screening Disclosure Form and a letter of reference from someone in a leadership position in softball, including coaches, administrators, or other Personnel. Persons submitting a Screening Disclosure Form and reference letter in lieu of a PIC-PVSC must be supervised by an adult and cannot be placed in a leadership position.

### **Screening Tools**

9. In its screening process, Slo-Pitch Ontario may use any combination of screening tools it determines necessary to screen Personnel. At a minimum, Personnel will submit PIC-PVSCs and Screening Disclosure Forms. Additional screening tools may include but are not limited to: application forms, interviews and reference checks.

### **Screening Committee**

10. The implementation of this policy is the responsibility of Slo-Pitch Ontario Screening Committee. The Screening Committee consists of 3 - 5 members appointed by the President. Quorum for the Screening Committee will be three members.

11. The Board of Directors may, at its sole discretion, remove any member of the Screening Committee. When a position on the Screening Committee becomes vacant, either because a member has been removed or because a member has resigned, the Board of Directors, at its sole discretion, will appoint a replacement member.

12. The Screening Committee will carry out its duties in accordance with the terms of this Policy, independent of the Board of Directors.

13. The Screening Committee is responsible for receiving and reviewing all PIC-PVSCs and Screening Disclosure Forms and, based on such reviews, shall make decisions regarding the appropriateness of individuals filling Designated Positions. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police officers, risk management consultants, volunteer screening specialists, or any other person.

### **How to Obtain a Police Information Check with Vulnerable Sector Verification**

14. PIC-PVSCs and Screening Disclosure Forms must be obtained before an individual can fill a Designated Position. Proof of the PIC-PVSC and Screening Disclosure Form must be submitted to Slo-Pitch Ontario prior to interacting with minor participants.

15. Personnel may obtain a PIC-PVSC by visiting a local police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing paperwork.

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

17. The PVSC fee is determined by each region's police force.

18. Personnel must submit the proof of the completed PIC-PVSCs and Screening Disclosure Forms to Slo-Pitch Ontario.

### **Procedure**

19. The PIC-PVSC and Screening Disclosure Form must be submitted to the Screening Committee, c/o the President of Slo-Pitch Ontario, in an envelope marked "Confidential".

20. Personnel who do not submit a PIC-PVSC and Screening Disclosure Form are ineligible for participation in Slo-Pitch Ontario events, and may not interact with minor participants and will receive a notice to this effect. Personnel will be informed that their application and/or position will not proceed until such time as the PIC-PVSC and Screening Disclosure Form is received.

21. The Screening Committee will receive and review all PIC-PVSCs and Screening Disclosure Forms and determine whether the documents reveal a relevant offence.

22. After reviewing a PIC-PVSC and Screening Disclosure Form, the Screening Committee, by majority vote, will:

- a) Approve an individual's participation in a Designated Position; or
- b) Deny an individual's participation in a Designated Position; or
- c) Approve an individual's participation in a Designated Position subject to terms and conditions as the Screening Committee deems appropriate.

23. If an individual's PIC-VSV and Screening Disclosure Form does not reveal a relevant offence, the Screening Committee will advise Slo-Pitch Ontario that the individual is eligible for the Designated Position. After providing notice, the Screening Committee will return the original PIC-VSV.

24. If an individual's PIC-VSV and/or Screening Disclosure Form reveals a relevant offence, the Screening Committee will render its decision and provide notice of its decision to Slo-Pitch Ontario and the individual. After providing notice, the Screening Committee will return the original PIC-VSV.

25. Should an individual experience delays in obtaining the PIC-VSV, relating to administrative delays from the local police station, the Screening Committee may approve an individual's

participation in a Designated Position for a designated period of time. This approval may be revoked at any time. The delay in obtaining the PIC-VSV must be supported by evidence.

26. Decisions by the Screening Committee are final and binding and may not be appealed.

27. PIC-VSVs are valid for a period of five years and Screening Disclosure Forms must be completed on an annual basis. Notwithstanding this, the Screening Committee may request that an individual in a designated category provide a PIC-VSVs or the Screening Disclosure Form to the Screening Committee for review and consideration. Such request will be in writing and will provide the reasons for such a request.

### **Relevant Offences**

28.. For the purposes of this Policy, guidelines and examples of a ‘relevant offence’ may be any of the following:

a) If imposed in the last five years:

- i. Any offence involving the use of a motor vehicle, including but not limited to impaired driving
- ii. Any violation for trafficking and/or possession of drugs and/or narcotics
- iii. Any offence 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 offence involving a minor

c) If imposed at any time:

- i. Any offence involving the possession, distribution, or sale of any child-related pornography
- ii. Any sexual offence involving a minor
- iii. Any offence involving theft or fraud

### **Records**

29. The Screening Committee will retain no copies of PIC-VSVs, but may retain written records of communication with individuals whose PIC-VSVs or the Screening Disclosure Form Forms indicate a relevant offence, as well as copies of its decisions and written reasons for decisions. 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.

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