



PACIFICSPORT FRASER VALLEY (“PSFV”) SCREENING POLICY

Reviewed and Approved by PSFV Board – [September 2023]

PURPOSE

1. PSFV is committed to implementing and requiring certain Stakeholders to implement, reasonably appropriate screening of one (1) or more identified group(s) of Stakeholders with a view to better matching people’s skills and experiences to relevant needs and opportunities; to improve the quality and safety of programs and services, and to reduce risk and potential liability.

DEFINITIONS

2. The following terms have these meanings in this Policy:
 - a) **Abuse Registry Check** or **ARC** - an abuse registry check is normally done on all Federal/Criminal record checks when screening new employees and volunteers. Some criminal record checks would have a “check box” that applicants must check in the application process;
 - b) **Board** means PSFV’s Board of Directors
 - c) **Clients** - Users of PSFV services, including on-site services, such as athletes, coaches, medical staff, and other personnel connected to a team or athlete;
 - d) **Executive Director** means PSFV’s Executive Director;
 - e) **Police Record Check** or **PRC** - a search to be conducted of the Canadian Police Information Centre database, or other Country or Provincial database, etc., to determine whether the database contains entries relating to a Stakeholder in order to screen the Stakeholder, for the purposes of determining the Stakeholder’s suitability for, without limitation, employment, volunteer work, an position of office, membership in any organization or to provide or receive goods or service;
 - f) **Stakeholders** – Directors, Volunteers, and Staff
 - g) **Volunteer** - A person who freely offers to take part in an enterprise or undertake a task for PSFV.
 - h) **Vulnerable Sector Search** or **VSS** - a type of PRC for Stakeholders who are working or volunteering in or with a vulnerable person or vulnerable persons which also searches for the existence of any criminal records for sex offenses;
 - i) **Vulnerable Person** means a Stakeholder who, because of the Stakeholder’s age, a disability or other circumstances, whether temporary or permanent; is in a position of dependency on others, or is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them.

APPLICATION AND REQUIRED IMPLEMENTATION OF THIS POLICY

3. This Policy applies to all Stakeholders of PSFV who interact or may interact with a vulnerable person or vulnerable persons.

SCREENING

4. PSFV may request that a Stakeholder to submit one (1) or more of the following:
 - a) the results of an ARC, PRC or VSS;
 - b) a driver’s record;
 - c) a letter of employment and/or reference; and





- d) other information reasonably relevant to the Stakeholder's actual or proposed position in relation to PSFV.
5. PSFV may, as it considers appropriate, send a notice to Stakeholders who do not undertake applicable screening requirements established by this Policy that their application and/or position will not proceed until such time as there is adherence to such screening requirements.

CONFIDENTIALITY AND CONSENT TO USE OF PERSONAL INFORMATION

6. PSFV shall implement physical, administrative, and technical safeguards which are reasonably appropriate in the circumstances to maintain the confidentiality of any information, including personal information, collected, used, stored or disposed of in the context of screening and the implementation of this Policy.
7. PSFV will only collect personal information from a source other than the Stakeholder to whom it relates with the consent of the Stakeholder or as permitted by law. For the purposes of this Policy and PSFV's *Privacy Policy*, submission of a PRC, an ARC, a VSS, a letter of employment and/or reference or the name of a person who has provided or may provide a letter of employment and/or reference is considered to be consent for PSFV to collect such personal information from the Stakeholder who submitted such personal information and to use such personal information for the purposes of this Policy and for the purposes of PSFV's other relevant policies from time to time, and, in the case of a letter of employment and/or reference, to communicate with the person who provided such letter of employment and/or reference for the purposes of this Policy and PSFV's other relevant policies from time to time.

PROCEDURE

8. Screening will involve, as appropriate in the circumstances as determined by PSFV, one (1) or any combination of any of the following:
 - a) application form(s);
 - b) information packages(s);
 - c) interview(s);
 - d) information session(s);
 - e) references and credentials;
 - f) ARC and/or PRC search results;
 - g) VSS search results (including, as required, fingerprinting by the relevant police service);
 - h) follow-up; and
 - i) In matters related to financial risk, bonding.
9. PSFV shall designate one (1) or more staff as responsible for receiving, organizing, and reviewing all submitted documentation. This individual will be responsible for determining whether the individuals passes or fails the screening process, or passes the screening process with conditions attached. Whenever this individual indicates that an applicant has failed screening or passed screening with conditions, they will provide a written decision outlining their reasons.

ORIENTATION & TRAINING

10. The Board or the Executive Director may from time to time conduct or cause to be conducted orientation and/or training sessions in order to allow Stakeholders and the community to become aware of this Policy and the importance and benefits of screening generally.





LIST OF RELEVANT OFFENCES

(Note: this is a reference only and not a complete list of applicable offences.)

11. Offences which deem the Stakeholder ineligible to participate in any capacity:

- a) Any sexual assault
- b) Any sexual exploitation
- c) Any invitation to sexual touching
- d) Any indecent acts and/or exposure
- e) Any making, distributing, possessing or sale of child pornography
- f) Any indictable criminal offences for child abuse
- g) Luring a child
- h) Any current prohibitions or prohibition orders forbidding the individual from having contact with children under the age of 14
- i) Voyeurism
- j) Any offence for trafficking and/or importing and/or possession of any drugs and/or narcotics
- k) Any production of a substance (specifically, as defined in the Controlled Drug and Substances Act)
- l) Use of firearm in the commission of an offence
- m) Other indictable criminal code offences such as, murder, manslaughter, incest, abduction, extortion, perjury, bribery and influencing, explosives substances offences, arson related offences, counterfeiting and conspiracy
- n) Any multiple indictable offences related to impaired driving and/or care and control and/or drive over 80 milligrams

12. Offences for which disqualification from participation is fifteen (15) years from expiration of the penalty imposed by the courts not the date of the charge or conviction:

- a) Assault with a weapon
- b) Assault causing bodily harm
- c) Aggravated assault
- d) Robbery
- e) Any other offences pertaining to violence, whether or not involving weapons.
- f) Any indictable criminal code offences related to impaired driving and/or care and control and/or drive over 80 milligrams

13. Offences for which disqualification from participation is seven (7) years from the expiration of the penalty imposed by the courts, not the date of the charge or conviction:

- a) Assault
- b) Threatening
- c) Any theft and/or fraud and/or related offence (applicable to a person while in a position of trust regarding finances)
- d) Any firearm related offences (other than use of firearm in the commission of an offence, see above)
- e) Other indictable criminal code offences other than those referred to above (such as break and enter, mischief, resisting and obstructing offences, dangerous driving, flight from police offences, failure to remain offences, criminal harassment and breaching orders and failing to comply offences)





14. Offences for which disqualification from participation is three (3) years from the expiration of the penalty imposed by the courts, not the date of the charge or conviction:
 - a) Any possession of a substance (specifically, as defined in the Controlled Drug and Substances Act)
 - b) Any convictions pertaining to illegal substances, other than for manufacture, distribution and/or trafficking
 - c) Any non-indictable offences related to impaired driving and/or care and control and/or drive over 80 milligrams (See also 5 below)

15. Multiple (non-indictable) offences for impaired driving from alcohol and/or drugs:
 - a) Any individual that has two (2) or more such offences within the previous ten (10) years is deemed ineligible.
 - b) Offences will expire after ten (10) years from the expiration of the penalty imposed by the courts; not the date of the charge or conviction.

