

## **Dive Sask Screening Policy**

**Organization** refers to: Dive Sask and all of its member clubs

### **Definitions**

1. The following terms have these meanings in this Policy:
  - a) *“Police Record Check”* – A search of the RCMP criminal records database to determine whether the individual has a criminal record (PRC)
  - b) *“Vulnerable Sector Check”* – A secondary part of the Police Record Check, for individuals who are volunteering in a vulnerable sector (such as with minor athletes or with persons with a disability), which also searches for the existence of any pardoned sex offenses and/or charges (VS)

### **Purpose**

2. The Organization understands that screening personnel and volunteers is a vital part of providing a safe sporting environment. The Organization is responsible, by law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities, and events. The purpose of screening is to identify individuals involved with the Organization’s activities who may pose a risk to the Organization and its participants.

### **Application of this Policy**

3. This Policy applies to all individuals whose position with the Organization is one of trust or authority which may relate to, at a minimum, finances, supervision, young people, or people with a disability.
4. Not all individuals associated with the Organization will be required to undergo screening through a PRC-VS and a Screening Disclosure Form because not all positions pose a risk of harm to the Organization or to its participants. The Organization will determine which individuals will be subject to screening using the following guidelines

Level 1: Financial and Administrative Staff and/or Volunteers – Individuals involved in medium risk assignments who may be in a supervisory role, may direct others, or may be involved with financial/cash management. This would include Provincial or Club board members and administrative staff members. Members of this group will fall within the authority of either the Club or the Province based on the role they serve.

Level 2: Coaches and Chaperones – Individuals involved in high risk assignments who occupy positions of trust and/or authority as related to supervision of or access to minors. Examples:

- a) All coaches – full or part time, paid or unpaid. Includes head coaches, assistant coaches and/or helpers. Coaches in training, trained or certified at a Competition Introduction (CI) level or Competition Development (CD) level fall under the jurisdiction of Diving Plongeon Canada and must abide by their Screening policy and registration process. All Coaches in training, trained or certified at an Instruction Beginner (IB) level OR assistant coaches with no certification fall under the authority of Dive Sask in relation to these Screening policies.

- b) Travel Chaperones fall under the authority of the organization that is organizing the specific trip or event for which he or she is chaperoning.

## Policy

5. It is the Organization's policy that:

- a) Level 1 individuals will:
  - i. Upon accepting the financial, leadership or administrative role, submit a current Criminal Record Check to either the President of the Club if the role is at the club level, or to the Executive Director of Dive Sask if the role is within the Provincial organization.
  - ii. Affirm annually to the Club President or the Provincial ED at the first meeting after the AGM, whether he/she has been charged with a criminal offense since the timing of the last PRC
  
- b) Before resuming duties, all IB Coaches will:
  - i. Provide a PRC-VS (if at the age of majority) to the Dive Sask Executive Director
  - ii. Complete an Application Form indicating that the individual has read and understands the policies and procedures including Code of Conduct and Dispute Resolution Policies for both the Club and Dive Sask as well as NCCP Certification requirements
  - iii. Take the Respect in Sport online module within 3 months of resuming duties,
  - iv. Participate in orientation as determined by the Organization(s)
  - v. As determined by the Organization and if requested, provide a driver's abstract
- c) Before resuming duties, all CI and CD coaches will:
  - i. Follow the process mandated by Diving Plongeon Canada, including providing a current PRC-VS and other declarations or disclosures as required. No coach will be permitted to register at a member club in Saskatchewan until they have been approved by DPC.
  
- d) Annually, all IB Coaches will sign a Coach Declaration form indicating whether they have been arrested for any criminal offense since the time of last reporting
  
- e) Submitted PRC-VS are good for 3 years after which a new one must be submitted
  
- f) Before taking part in a team trip, all Travel Chaperones will:
  - i. Provide a PRC-VS
  - ii. Complete an Application Form indicating that the individual has read and understands the Organization's policies and procedures including Code of Conduct, Travel Policies and Dispute Resolution Policies
  
- g) Failure to participate in the screening process as outlined in this policy will result in the individual's ineligibility for the position sought.
  
- h) When the Club President and/or Provincial ED is of the opinion that, notwithstanding a conviction, a person can occupy a position within the Organization without adversely affecting the safety of the Organization, any individual, athlete or member of the

Organization through the imposition of such terms and conditions as are deemed appropriate, the President or ED may approve an individuals' participation.

- i) If an individual subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Organization.
- j) If an individual provides falsified or misleading information, the individual will immediately be removed from the Organization position and may be subject to further discipline in accordance with the Organization's discipline policies.

#### **How to Obtain a Police Record Check or Vulnerable Sector Check (PRC-VS)**

6. Individuals may obtain a PRC-VSs by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required and may be reimbursed by the Organization upon the submission of a legitimate receipt and volunteer expense form.
7. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.

#### **Procedure**

8. The Screening requirements defined in this policy will be submitted to the Organization in an envelope marked "Confidential":
9. If required, the Organization will provide a letter confirming the potential position within the Organization.
10. Individuals who do not undertake the screening requirements required by this policy will receive a notice to that effect and will be informed that their application and/or position will not proceed until such time as the screening requirements are followed.
11. The President and/or ED will review all submitted documents and determine if the individual has committed a relevant offense.
12. Subsequent to its' review, the President and/or ED, upon finding any charges that appear to be relevant may ask the Board of Directors to decide, by majority vote to:
  - a) Approve an individual's participation; or
  - b) Deny an individual's participation; or
  - c) Approve an individual's participation subject to terms and conditions as the Board deems appropriate
13. If an individual's documents do not reveal a relevant offense, the President/ED will advise that the individual is eligible. If an individual's documents reveal a relevant offense, the Board will render its decision and provide notice of its decision. After providing notice, the President/ED will return or destroy the PRC-VSs.
14. PRC-VSs are valid for a period of three years and Screening Disclosure Forms must be completed on

an annual basis. However, the President/ED may request that an individual provide a PRC-VS or a Screening Disclosure Form for review and consideration at any time. Such request will be in writing and reasons will be provided for such a request.

### **Relevant Offenses**

15. Provided a pardon has not been granted, the following examples are considered to be relevant offenses

Level 1 Financial and Leadership Roles:

- a) If imposed at any time:
  - i. Any offense involving the possession, distribution, or sale of any child-related pornography
  - ii. Any sexual offense
  - iii. Any offense involving theft or fraud

Level 2 Coach and Chaperone Roles:

- b) If imposed in the last three years:
  - i. Any offense for trafficking and/or possession of drugs and/or narcotics
- c) If imposed in the last five years:
  - i. For Chaperones or Coaches who will be driving athletes: Any offense involving the use of a motor vehicle, including but not limited to impaired driving
  - ii. Any offense involving conduct against public morals
- d) 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
- e) If imposed at any time:
  - iv. Any offense involving the possession, distribution, or sale of any child-related pornography
  - v. Any sexual offense
  - vi. Any offense involving theft or fraud

### **Records**

16. 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.

### **Criminal Convictions**

17. 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

# Coach Screening Disclosure Form

To be used upon hiring of the Coach

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

**OTHER NAMES YOU HAVE USED:** \_\_\_\_\_

**CURRENT PERMANENT ADDRESS:** \_\_\_\_\_  
Street City Province Postal

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

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

**Note:** Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements as required by the Organization's *Screening Policy*.

1. **Have you ever been convicted of a crime for which a pardon has not been granted, including possession or trafficking of an illegal substance?** Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe below for each conviction:

Name or Type of Offense: \_\_\_\_\_

Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_

Year Convicted: \_\_\_\_\_

Penalty or Punishment Imposed: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

2. **Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you?** Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain for each pending charge:

Name or Type of Offense: \_\_\_\_\_

Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

3. **Has any civil court made a finding, judgment or ruling against you, or have you entered into an out of court settlement relevant to the profession of coaching, diving, or any other sport?** Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe each finding, judgment or ruling below:

Civil Court Finding: \_\_\_\_\_ Out of Court Settlement: \_\_\_\_\_

Type of Offense or Finding: \_\_\_\_\_

Year of Offense or Settlement: \_\_\_\_\_

Penalty or Punishment Imposed: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

\_\_\_\_\_

4. **Have you ever been the subject of a decision of a court or tribunal that might reflect adversely on the profession of coaching, diving, or any other sport?** Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe below:

Type of Offense: \_\_\_\_\_

Year of Decision: \_\_\_\_\_

Penalty or Punishment Imposed: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

\_\_\_\_\_

5. **Have you ever been dismissed from a position due to allegations of ethical or moral misconduct?**

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe below:

Name of applicable Organization: \_\_\_\_\_

Date of Dismissal: \_\_\_\_\_

Reason for Dismissal: \_\_\_\_\_

\_\_\_\_\_

6. **Have you ever been disciplined or sanctioned by an international sport body, by a National sport governing body outside Canada, by the Organization, or by any other body within Canada that governs diving or any other sport?**

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe below:

Name of applicable Organization: \_\_\_\_\_

Date of Discipline or Sanction: \_\_\_\_\_

Reason for Discipline or Sanction: \_\_\_\_\_

\_\_\_\_\_

7. **Have you ever been disciplined or sanctioned by an independent body (sport body, private tribunal, government agency, etc.) for which a pardon has not been granted?**

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe below:

Name or Type of Offense: \_\_\_\_\_

Name and Independent Body: \_\_\_\_\_

Year Convicted: \_\_\_\_\_

Penalty or Punishment Imposed: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

\_\_\_\_\_

For more than one conviction please attach additional page(s) as necessary.

**Certification**

I hereby certify that the information contained in this application is accurate, correct, truthful and complete.

I further certify that I will immediately inform the Organization of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in termination of membership and/or further discipline.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PRIVACY STATEMENT**

*By completing and submitting this Screening Disclosure Form, you consent and authorize the Organization to collect, use and disclose your personal information, including all information provided on the Screening Disclosure Form, Police Record Check and/or Vulnerable Sector Check for the purposes of screening, implementation of the Organization's Screening Policy, administering membership services and communicating with Diving Plongeon Canada, other National Sport Organizations, Provincial Sport Organizations, Sport Clubs, and other organizations involved in the governance of diving. The Organization does not distribute personal information for commercial purposes.*



# ANNUAL COACH DISCLOSURE

NAME:

CLUB:

I WILL BE COACHING:  Rec Classes  Pre Comp () Competitive (Prov or Nat)

<input type="checkbox"/>	I have read the Dive Sask Member Code of Conduct
<input type="checkbox"/>	I have read the document "Steps to Resolve Conflict"
<input type="checkbox"/>	I am aware of the Dive Sask Dispute Resolution Policy
<input type="checkbox"/>	I have taken the Respect in Sport online module
<input type="checkbox"/>	I have read the Certification Pathways document and know what I must do to be NCCP certified
<input type="checkbox"/>	I have submitted a Police Record Check – Vulnerable Sector (if over 18)
	Date last submitted: _____
	Since you last submitted a PRC-VS have you been charged with any crime or been sued by a civil court for any action related to the sport of diving or any other sport?

All of the above documents can be found on the Dive Sask Website:

[Code of Conduct, Steps to Resolve Conflict, Dispute Resolution](#)

[Respect in Sport, Certification Pathways](#)

Signature

Date