



## SCREENING POLICY

### Definitions

1. The following terms have these meanings in this Policy:
  - a) **Criminal Record Check (CRC)** – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions.
  - b) **Enhanced Police Information Check (E-PIC)** – a Criminal Record Check plus a search of Local Police Information, available from Sterling BackCheck.
  - c) **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.
  - d) **Vulnerable Sector Check (VSC)** – A detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, Local Police Information, and the Pardoned Sex Offender database.

### Preamble

2. Ski Jumping Canada understands that screening personnel, contractors 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 sport community.

### Application of this Policy

3. This Policy applies to all individuals whose position with Ski Jumping Canada is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Participants.
4. Not all individuals associated with Ski Jumping Canada will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to Ski Jumping Canada or Participants. Ski Jumping Canada will determine which individuals will be subject to screening using the following guidelines (Ski Jumping Canada may vary the guidelines at their discretion):

**Level 1 – Low Risk** - Participants involved in low-risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Participants. Examples:

- a) Parents, youth, or volunteers who are helping out on a non-regular or informal basis

**Level 2 – Medium Risk** – Participants involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to Vulnerable Participants. Examples:

- a) Athlete support personnel;
- b) Non-coach employees or managers;
- c) Directors;
- d) Coaches who are typically under the supervision of another coach;
- e) Officials.

**Level 3 – High Risk** – Participants involved in high-risk assignments 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 Participants. Examples:

- a) Full time coaches
- b) Coaches who travel with Athletes
- c) Coaches who could be alone with Athletes

### **Screening Committee**

5. Screening Committee is appointed by the Board of Directors.
6. The implementation of this policy is the responsibility of the Screening Committee which is a committee composed of three (3) members. Ski Jumping Canada will ensure that the members appointed to their respective Screening Committees possess the requisite skills, knowledge and abilities to accurately screen documents and render decisions under this Policy.
7. The Screening Committee is responsible for reviewing all documents submitted and, based on the review, making decisions regarding the appropriateness of individuals filling positions within Ski Jumping Canada. 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.
8. Nothing in this Policy restricts or limits the Screening Committee from requesting that the individual attend an interview with the Screening Committee if the Screening Committee considers that an interview is appropriate and necessary to screen the individual's application.
9. Nothing in this Policy restricts or limits the Screening Committee from requesting the individual's authorization to contact any professional, sporting or other organization in order to assess the individual's suitability for the position that they are seeking.
10. Nothing in this Policy restricts or limits the Screening Committee from requesting further information from the individual on more than one occasion, subject to the individual's right to insist that the Screening Committee make a decision on the basis of the information before it.
11. The Screening Committee may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.
12. When assessing an individual's screening application, the Screening Committee shall determine whether there is reason to believe that the individual may pose a risk to Ski Jumping Canada or to another individual.
13. An individual having been previously penalized for a prior offence shall not prevent the Screening Committee from considering that offence as part of the individual's screening application.
14. If the Screening Committee determines on the basis of the individual's screening application, in addition to any further material received by it, that the individual does not pose a risk to the members of Ski Jumping Canada, the Screening Committee shall approve the individual's application, subject



to the Screening Committee's right to impose conditions.

15. In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall be provided to the applicant and to the Board of Directors of Ski Jumping Canada, which may disseminate the decision as they see fit in order to best fulfil the mandate of Ski Jumping Canada.
16. A Participant whose screening application has been denied or revoked may not re-apply to participate in the programs or activities of Ski Jumping Canada for two (2) years from the date the rejected application was made.

### **Screening Requirements**

17. A Screening Requirements Matrix is provided as Appendix A.
18. It is the policy of Ski Jumping Canada that when an individual is first engaged by the organization:
  - a) Level 1 individuals will:
    - i. Complete an Application Form (Appendix B);
    - ii. Complete a Screening Disclosure Form (Appendix C);
    - iii. Participate in training, orientation, and monitoring as described in the Screening Requirements Matrix (Appendix A).
  - b) Level 2 individuals will:
    - i. Complete an Application Form (Appendix B);
    - ii. Complete a Screening Disclosure Form (Appendix C);
    - iii. Complete and provide an E-PIC;
    - iv. Provide one letter of reference related to the position;
    - v. Participate in training, orientation, and monitoring as described in the Screening Requirements Matrix (Appendix A);
    - vi. Provide a driver's abstract, if requested.
  - c) Level 3 individuals will:
    - i. Complete an Application Form (Appendix B);
    - ii. Complete a Screening Disclosure Form (Appendix C);
    - iii. Complete and provide an E-PIC and a VSC;
    - iv. Provide one letter of reference related to the position;
    - v. Participate in training, orientation, and monitoring as described in the Screening Requirements Matrix (Appendix A);
    - vi. Provide a driver's abstract, if requested.
  - d) If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to Ski Jumping Canada. Additionally, the individual will inform the organization of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.



- e) If Ski Jumping 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 the *Discipline and Complaints Policy*.

### **Young People**

- 19. Ski Jumping Canada defines a young person as someone who is younger than 18 years old. When screening young people, Ski Jumping Canada will:
  - a) Not require the young person to obtain a VSC or E-PIC; and
  - b) In lieu of obtaining a VSC or E-PIC, require the young person to submit up to two (2) additional letters of reference.
- 20. Notwithstanding the above, Ski Jumping Canada may ask a young person to obtain a VSC or E-PIC if the organization suspects the young person has an adult conviction and therefore has a criminal record. In these circumstances, the organization will be clear in its request that it is not asking for the young person's youth record. Ski Jumping Canada understands that it may not request to see a young person's youth record.

### **Renewal**

- 21. 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, or Screening Renewal Form, are required to submit the documents as follows:
  - a) An E-PIC every three (3) years;
  - b) A Screening Disclosure Form every three (3) years;
  - c) A Screening Renewal Form (Appendix D) every year;
  - d) A Vulnerable Sector Check once.
- 22. At any time, including after either the submission of an individual's application or its approval (with or without conditions), the Screening Committee may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of Ski Jumping Canada, could affect the assessment of the individual's suitability for participation in the programs or activities of Ski Jumping Canada, or the individual's interactions with other individuals involved with Ski Jumping Canada.

### **Orientation, Training, and Monitoring**

- 23. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at the discretion of Ski Jumping Canada.
- 24. Orientation may include, but is not limited to: introductory presentations, facility tours, equipment demonstrations, parent/Athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.
- 25. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.



26. At the conclusion of orientation and training, the individual will be required to acknowledge, in written form, that they have received and completed the orientation and training (Appendix E).
27. Monitoring may include but is not limited to: written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.
28. Ski Jumping Canada has joined the Coaching Association of Canada's Responsible Coaching Movement and therefore has access to the E-PIC at a discounted rate. Participants can obtain an E-PIC via [https://www.sterlingtalentsolutions.ca/landing-pages/c/cac\\_ace/](https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_ace/).
29. For Ontario-based organizations, Ski Jumping Canada understands that the *Police Record Checks Reform Act, 2015* requires the 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 for any disclosure of the results to the requesting organization.
30. For BC-based organizations and/or individuals located in BC, Ski Jumping Canada understands that the process for obtaining a Criminal Record Check is different than in other provinces and territories and that sections of this policy relating to obtaining a Criminal Record Check may not apply. In such cases, the Screening Committee will provide Participants with directions pursuant to the following website: <https://www.viasport.ca/free-criminal-records-checks>.
31. Participants may only obtain a VSC 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.
32. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
33. Ski Jumping Canada understands that they may be required to assist an individual with obtaining a VSC. A Request for VSC (Appendix E) may need to be submitted or other documentation may need to be completed that describes the nature of the organization and the individual's role with Vulnerable Participants.

## Procedure

34. Screening documents must be submitted to the Screening Committee.
35. 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.
36. Ski Jumping Canada understands that there may be delays in receiving the results of an E-PIC or a VSC. At the discretion of the Chairs of Ski Jumping Canada, an individual may be permitted to participate in the role during the delay. This permission may be withdrawn at any time and for any



37. Ski Jumping 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 VSC 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.
38. 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.
39. 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.
40. The Screening Committee may decide that an individual has not passed screening if the screening documentation reveals any of the following:
- If imposed in the last ten (10) years:
    - i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving.
    - ii. Any offense involving conduct against public morals.
    - iii. Any offense involving theft or fraud.
  - If imposed at any time:
    - i. Any offense involving a Minor or Minors.
    - ii. Any offense of assault, physical or psychological violence.
    - iii. Any offense involving trafficking or possession of illegal drugs.
    - iv. Any offense involving the possession, distribution, or sale of any child-related pornography.
    - v. Any sexual offense.

### **Conditions and Monitoring**

41. Excluding the incidents above which, if revealed, would cause the individual to not pass screening, 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 shall have the sole and unfettered discretion to apply and remove conditions, determine the length of time for the imposition of conditions, and determine the means by which adherence to conditions may be monitored.

### **Records**

42. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, for use in legal, quasi-legal, or disciplinary proceedings.
43. The records kept as part of the screening process include but are not limited to:



- a) An individual's Vulnerable Sector Check;
- b) An individual's E-PIC (for a period of three (3) years);
- c) An individual's Screening Disclosure Form (for a period of three (3) years);
- d) An individual's Screening Renewal Form (for a period of one (1) year);
- e) Records of any conditions attached to an individual's registration by the Screening Committee;
- f) Records of any discipline applied to any individual by Ski Jumping Canada or by another sport organization.



## Appendix A – Screening Requirements Matrix

| Risk Level             | Roles<br>(Note Young People Exception below)  | Training<br>Recommended/Required  | Screening  |
|------------------------|---|---|--|
| Level 1<br>Low Risk    | a) Parents, youth or volunteers acting on non-regular or informal basis   | Recommended: <ul style="list-style-type: none"> <li>SJC Safe Sport Training</li> </ul>                                    | <ul style="list-style-type: none"> <li>Complete an Application Form (Appendix B)</li> <li>Complete a Screening Disclosure Form (Appendix C)</li> <li>Participate in training, orientation, and monitoring as determined by the organization</li> </ul> |
| Level 2<br>Medium Risk | a) Athlete support personnel<br>b) Non-coach employees or managers<br>c) Directors<br>d) Coaches who are typically under supervision of another coach<br>e) Officials | Required: <ul style="list-style-type: none"> <li>SJC Safe Sport Training</li> <li>NCCP MED Certified (Coaches)</li> </ul> | <ul style="list-style-type: none"> <li>Level 1 Requirements</li> <li>Complete and provide an E-PIC</li> <li>Provide one letter of reference related to the position</li> <li>Provide a driver's abstract, if requested</li> </ul>                      |
| Level 3<br>High Risk   | a) Full Time Coaches<br>b) Coaches who travel with Athletes<br>c) Coaches who could be alone with Athletes  | Required: <ul style="list-style-type: none"> <li>SJC Safe Sport Training</li> <li>NCCP MED Certified (Coaches)</li> </ul> | <ul style="list-style-type: none"> <li>Level 2 Requirements</li> <li>Provide a VSC</li> <li>A second letter of reference from a sport organization</li> </ul>  |

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- Not require the young person to obtain a VSC or E-PIC; and
- In lieu of obtaining a VSC or E-PIC, require the young person to submit up to two (2) additional letters of reference.



## Appendix B – Application Form

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

**NAME:**

\_\_\_\_\_  
First Middle Last

**CURRENT PERMANENT ADDRESS:**

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

**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 Ski Jumping Canada, including but not limited to the *Code of Conduct and Ethics Policy*, *Conflict of Interest Policy*, *Privacy Policy*, and *Screening Policy*. Policies are located at the following link: [\[Policies\]](#)

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 C – Screening Disclosure Form

**NAME:**

First Middle Last

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

**CURRENT PERMANENT ADDRESS:**

Street City Province Postal Code

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

**CLUB (if applicable):** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

*Note: Failure to disclose truthful information below may be considered an intentional omission and the loss of volunteer responsibilities or other privileges.*

**1. Have you been convicted of a crime? If so, please complete the following information for each conviction. Attach additional pages as necessary.**

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

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

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

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

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

**2. Have you ever been disciplined or sanctioned by a sport governing body or by an independent body (e.g., private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position? If so, please complete the following information for each disciplinary action or sanction. Attach additional pages as necessary.**

Name of disciplining or sanctioning body: \_\_\_\_\_

Date of discipline, sanction or dismissal: \_\_\_\_\_

Reasons for discipline, sanction or dismissal: \_\_\_\_\_



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

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 Ski Jumping 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. Ski Jumping Canada do 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 Ski Jumping 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 D – Screening Renewal Form

**NAME:**

| First | Middle | Last |
|-------|--------|------|
|-------|--------|------|

**CURRENT PERMANENT ADDRESS:**

| Street | City | Province | Postal Code |
|--------|------|----------|-------------|
|--------|------|----------|-------------|

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

**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 Ski Jumping 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 Ski Jumping 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:** \_\_\_\_\_



## Appendix E – Orientation and Training Acknowledgement Form

1. I have the following role(s) with Ski Jumping Canada (check all that apply):

☐ Parent / Guardian

☐ Coach

☐ Director / Volunteer

☐ Athlete

☐ Official

☐ Committee Member

2. As an individual affiliated with Ski Jumping Canada, I acknowledge I have received and completed the following orientation and training:

Name of Training or Orientation:

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Instructor: \_\_\_\_\_

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

Name of Training or Orientation:

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Instructor: \_\_\_\_\_

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

Name of Training or Orientation:

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Instructor: \_\_\_\_\_

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

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

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

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