ATHLETICS IN CANADA SAFE SPORT SCREENING POLICY

1. Purpose

Athletics Canada (AC) and its Provincial/Territorial Branches (Henceforth referred to as "Governing Bodies") are committed to good governance, ethical conduct, and fostering a safe, respectful, and welcoming environment in athletics at all levels – National, Provincial/Territorial, and Club.

The Governing Bodies understand that a combination of screening and training personnel 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 community.

The core objective of this policy is to set out minimum standards aimed at establishing a safe and positive environment within Athletics programs, activities, and events in Canada. The policy applies uniformly across all Provincial/Territorial Branches, ensuring a consistent approach to safeguarding athletes and maintaining ethical standards in athletics throughout Canada

2. Scope

This Policy applies to all individuals who are seeking to volunteer, work, or otherwise participate in the Governing Bodies' programs or activities and are in a position of trust or authority which may relate to, at a minimum, finances, supervision, or vulnerable individuals.

Not all individuals associated with Athletics in Canada will be required to obtain a criminal record check, submit screening documents, or undergo safe sport training because not all positions pose a risk of harm to Athletics in Canada and its participants.

The Governing Bodies, through the National Safe Sport Policy, will determine which individuals will be subject to screening using the following guidelines:

Level 1 – Low Risk

Individuals who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to athletes and/or vulnerable individuals. Examples: Parents, youth, or volunteers who are helping on a non-regular or informal basis.

Level 2 – Medium Risk

Individuals who may be in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to athletes and/or Vulnerable Individuals. Examples: Officials, Board of Directors, AC/Branch Staff / Club Staff with limited access to athletes and/or vulnerable individuals.

Level 3 – High Risk

Individuals 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 athletes and/or Vulnerable Individuals. Examples:

- *Administrative Staff with access to athletes and/or Vulnerable Individuals (national, provincial/territorial, or club level).*
- *Full time coaches (national, provincial/territorial, or club level).*
- *Coaches who travel with athletes and/or vulnerable individuals (national, provincial/territorial, or club level).*
- *Coaches who could be alone with athletes and/or vulnerable individuals (national, provincial/territorial, or club level).*
- *Any individual that is travelling with a National /Provincial/Club Team (e.g., coaches, managers, medical staff, national office staff, Directors, personal coaches, and other designated persons at a national, provincial/territorial, or club level).*

3. Background Screening

3.1. Criminal Record Check (CRC)

All individuals in positions of authority, trust, or decision-making are required to complete a Criminal Record Check (CRC) at least once every three (3) years. Provincial/Territorial Branches may require more frequent screening based on role, risk assessment, or applicable legislation.

This requirement includes, but is not limited to:

- Coaches (national, provincial/territorial, or club level)
- Officials (national, provincial/territorial, or club level)
- Administrators and staff (national, provincial/territorial, or club level)
- Board of Directors (national, provincial/territorial, or club level).

3.2. Vulnerable Sector Check (VSC)

For the purposes of this Policy a “Vulnerable Individual” means a person under the age of eighteen (18), or a person who, because of age, disability, or other circumstance, is in a position

of dependence on others or is otherwise at greater risk of harm from individuals in positions of trust or authority.

Any individual in a position of trust or authority over a Vulnerable Individual must complete a Vulnerable Sector Check (VSC) at least once every three (3) years. Provincial/Territorial Branches may require more frequent screening based on role, risk assessment, or applicable legislation.

This requirement includes, but is not limited to:

- Coaches (national, provincial/territorial, or club level).
- Team managers and chaperones (national, provincial/territorial, or club level).
- Individuals with ongoing, direct contact with athletes (national, provincial/territorial, or club level).

The Governing Bodies retain authority to determine whether a role not explicitly listed above is subject to screening requirements under this policy.

3.3. Screening and Disclosure Forms

The Governing Bodies may implement the use of Screening and Disclosure Forms as an optional risk-management tool that can be applied to specific groups of individuals based on role, responsibility, and level of access within the organization. These forms may be required for designated groups such as team coaches, integrated support staff, officials, team personnel, and other individuals identified as holding positions of trust or authority.

The Screening and Disclosure Form is designed to gather relevant information to support a safe and ethical sport environment. Information collected may include, but is not limited to, disclosure of any criminal record, prior discipline or sanctions imposed by a sport governing body or independent body (such as a private tribunal or government agency), dismissal from a coaching or volunteer position, and whether any criminal charges or other sanctions are currently pending.

The Governing Bodies emphasize that honesty and transparency are essential. The provision of false, misleading, or incomplete information on the form may result in significant consequences, which could include removal from position, ineligibility for selection or accreditation, suspension, termination of involvement with the Governing Bodies' programs, and/or additional disciplinary action in accordance with applicable policies.

3.4. The Screening of Young People

3.4.1. When screening young people, defined as someone who is younger than 18 years old, the Governing Bodies will:

3.4.1.1. Not require the young person to obtain a VSC or CRC; and

3.4.1.2. In lieu of obtaining a VSC or CRC, the young person to submit up to two (2) letters of reference.

3.4.2. Notwithstanding the above, The Governing Bodies may ask a young person to obtain a VSC or CRC if they suspect the young person has an adult conviction and therefore has a *criminal record*. In these circumstances, The Governing Bodies will be clear in its request that it is not asking for the young person's *youth record*. The Governing Bodies understand that it may not require a young person's youth record.

3.5. Renewal

3.5.1. Unless the Governing Bodies determine, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit a CRC, VSC, or Screening Disclosure Form, are required to submit the documents as follows:

- A Criminal Record Check (CRC) (every three (3) years)
- A Vulnerable Sector Check (VSC) (every three (3) years)
- Screening Disclosure Form (As required)

3.5.2. At any time, including after either the submission of an individual's application or its approval (with or without conditions), The Governing Bodies may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of the Governing Bodies, could affect the assessment of the individual's suitability for participation in related Athletics programs, activities, or with any of its members.

3.6. How to Obtain a CRC or VSC

3.6.1. Obtaining a Criminal Record Check (CRC)

Athletics Canada has joined the Coaching Association of Canada's Responsible Coaching Movement and may have access to the CRC at a discounted rate. Individuals can obtain an CRC via https://www.sterlingbackcheck.ca/candidates/

3.6.2. Obtaining a Vulnerable Sector Check (VSC)

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

The Governing Bodies understand that they may be required to assist an individual with obtaining a VSC. The Governing Bodies may need to submit a Request for VSC or complete other documentation describing the nature of the organization and the individual's role with vulnerable individuals.

3.7. Procedure

3.7.1. Screening documents must be submitted as per below as part of annual membership application:

- As part of all employment applications (Employees and contractors).
- As part of all applications for volunteer activities.

3.7.2. The Governing Bodies can delegate any of the screening processes or review of screening documents into the organization as it sees necessary and the delegated authority can decide:

- The individual has passed screening and may participate in the desired position;
- The individual has passed screening and may participate in the desired position with conditions;
- The individual has not passed screening and may not participate in the desired position;
- More information is required from the individual.

3.7.3. 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.

3.7.4. The Governing Bodies understand that there may be delays in receiving the results of a CRC or VSC. At its discretion, the relevant Governing Bodies may permit the individual to participate in the role during the delay but may also withdraw this permission at any time and for any reason.

3.7.5. The Governing Bodies recognize that different information will be available depending on the type of screening document that the individual has submitted. For example, a CRC may show details of a specific offence, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The relevant Governing Body will use its expertise and discretion when making decisions based on the screening documents that have been submitted.

3.7.6. In making its decision, The Governing Bodies will consider the type of offence, date of offence, and relevance of the offence to the position sought.

3.7.7. The Governing Bodies must decide that an individual has not passed screening if the screening documentation reveals a disqualifying factor including any of the following:

3.7.7.1. If imposed in the last three years:

- Any criminal offence involving the use of a motor vehicle, including but not limited to impaired driving
- Any criminal offence for trafficking and/or possession of drugs and/or narcotics
- Any criminal offence involving conduct against public morals
- Any criminal offence involving theft or fraud
- Any criminal offence involving hate crimes

3.7.7.2. If imposed in the last ten years:

- Any crime of violence including but not limited to, all forms of assault
- Any criminal offence involving a minor or minors

3.7.7.3. If imposed at any time:

- An individual's conviction for any of the following Criminal Code offences:
    - Any criminal offence of physical or psychological violence
    - Any crime of violence including but not limited to, all forms of assault
    - Any criminal offence involving trafficking of illegal drugs
    - Any criminal offence involving the possession, distribution, or sale of any child- related pornography
    - Any sexual offence

3.7.8. Conditions and Monitoring

3.7.8.1. Excluding the incidents above which, if revealed, would cause the individual to not pass screening, the Governing Bodies 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 Governing Bodies 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.

3.7.8.2. If an individual subsequently receives a charge, conviction for, or is found guilty of an offence they will report this circumstance immediately to the relevant Governing Body.

3.7.9. Records

3.7.9.1. 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.

3.7.9.2. The records kept by the Governing Bodies as part of the screening process include but are not limited to:

- An individual's CRC.
- An individual's VSC.
- An individual's Screening Disclosure Form.
- Records of any conditions attached to an individual's registration.
- Records of any discipline applied to any individual by the Governing Bodies or by another sport organization.

3.8. Implementation

The implementation of this policy is the responsibility of the Governing Bodies who will ensure that the personnel appointed to implement the policy possess the requisite skills, knowledge and abilities to accurately screen documents and render decisions under this Policy. In carrying out their duties, personnel may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.

If the Governing Bodies determine, 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 the Governing Bodies, the Governing Bodies shall approve the individual's application, subject to the Governing Bodies' right to impose conditions.

An Individual whose screening application has been denied or revoked may not re-apply to participate in the Governing Bodies' programs or activities for one (1) year from the date the rejected application was made.

3.9. Review

The Governing Bodies' screening requirements are to be reviewed annually by Athletics Canada's Safe Sport Committee.

Appendix A

Risk Category	Screening Requirements	Responsibility & who to screen
Level 1 – Low Risk - Individuals who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Individuals.	Complete an Application Form **How we screen:** Part of the application process for membership and on regular volunteer recruitment forms.	• Parents, youth, or volunteers who take on non-regular or informal volunteer roles with an organized program such as events and committees.
Level 2 – Medium Risk – Individuals who may be in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to athletes and/or Vulnerable Individuals.	• Complete an Application Form • Complete a Screening Disclosure Form, if requested • Complete and provide a *Criminal Record Check (CRC)* **How we screen:** Part of application process for employment, membership renewal, or Board of Directors position.	• All full-time, part-time, and contracted AC staff with limited access to athletes and Vulnerable individuals. • Members of the Board of Directors. • Officials
Level 3 – High Risk – Individuals 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 athletes and/or Vulnerable Individuals.	• Complete an Application Form • Complete and provide a *Criminal Record Check (CRC)* • Complete and provide a Vulnerable Sector Check (VSC), if requested • Complete a Screening Disclosure Form, if requested **How we screen:** Process incorporated into all hiring processes, coach registration, application for selection to a	• All full-time, part-time, and contracted staff who have contact with Athletes and/or vulnerable individuals. • Coaches who travel with athletes and/or vulnerable individuals and anyone who could be alone with athletes and/or vulnerable individuals. • Anyone travelling with a Team such as coaches, team managers, medical staff, national office staff, personal

	team staff, and other volunteer roles.	coaches, and other designated people.

Definitions

The following terms have these meanings in this Policy:

A) "*Criminal Record Check (CRC)*" – A search of adult convictions held within the RCMP National Repository of Criminal Records

B) "*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

C) "*Enhanced Police Information Check (*EPIC*)*" – a Criminal Record Check plus a search of Local Police Information, available from a professional background and identity services firm.

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

E) "*Vulnerable Individuals*" – A person under the age of 18 years old and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority.