



SCREENING POLICY

Preamble

1. Speed Skating Ontario (SSO) understands that screening 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 purpose of screening is to identify Individuals involved with Speed Skating Ontario activities who may pose a risk to SSO and its participants so that appropriate protective measures may be implemented.

Definitions

2. 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) *"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 (E-PIC)"* – a Criminal Record Check plus a search of local police information, available from Sterling Backcheck
 - 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) *"Individuals"* – Refers to all categories of individual members with SSO as well as all people employed by, contracted by or engaged in activities with the Speed Skating Ontario including, but not limited to, employees, contractors, athletes, coaches, officials, volunteers, committee members, parents or guardians, spectators and Directors and Officers.
 - f) *"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.

Application of this Policy

3. This Policy applies to all individuals whose position with SSO is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals.
4. Not all individuals associated with SSO will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to SSO or to its participants.
5. Speed Skating Ontario will determine which individuals will be subject to screening using the following guidelines. In its absolute discretion, SSO may adjust the specific screening requirements for a given position at any time:

Level 1 – Low Risk - Individuals 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 Individuals. Examples:

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

Level 2 – Medium Risk – Individuals 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 Individuals. Examples:

- a) Parents, guardians, or volunteers who are helping on a regular, reoccurring basis
- b) Assistant Coaches
- c) Team managers and Chaperones
- d) Chief Officials
- e) Club Board Members
- f) SSO Committee Members

Level 3 – High Risk – Individuals 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 Individuals. Examples:

- a) Head Coaches
- b) Coaches who travel with athletes
- c) Coaches and Athlete Support Personnel who could be alone with athletes
- d) SSO Board of Directors and Staff

Policy

6. All Individuals identified within the scope of this Policy will be screened based on the level of risk associated with their role.
7. When a person declares a conviction as part of the Screening Disclosure Form, a CRC or VSC reveals an offense and/or concerns are identified as part of the screening process, the applicant must be directed to SSO's Screening Committee.
8. 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 Speed Skating Ontario. 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.
9. Failure to participate in the screening process as outlined in this policy will result in the Individual's ineligibility to occupy the position.
10. If at any time an individual subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to Speed Skating Ontario.
11. If an individual provides falsified or misleading information, the individual's eligibility to occupy the role will immediately be suspended and may be subject to further discipline in accordance with SSO's Discipline, and Complaints.
12. Decisions of the screening committee may be appealed in accordance with SSO's Appeal Policy.

Screening Requirements

13. Screening requirements are outlined in the Screening Requirements Matrix (**Appendix A**)
14. It is Speed Skating Ontario's policy that when an individual is first engaged by the Speed Skating Ontario or a Club:
 - 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 determined by Speed Skating Ontario's 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 at the time of application, if requested. Should a new position be sought, a new letter specific to the new position may be required.
 - v. Participate in training, orientation, and monitoring as determined by Speed Skating Ontario's 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
 - iv. Complete and provide a VSC once.
 - v. Provide one letter of reference related to the position at the time of application. Should a new position be sought, a new letter specific to the new position may be required.
 - vi. Participate in training, orientation, and monitoring as determined by Speed Skating Ontario's Screening Requirements Matrix (**Appendix A**)
 - vii. Provide a driver's abstract, if requested
- d) If, following the screening process, an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to SSO. Additionally, the individual will inform Speed Skating Ontario of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
- e) If Speed Skating Ontario 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 Speed Skating Ontario's *Discipline and Complaints Policy*.
15. When SSO or a Club engages an Individual who is not a member of Speed Skating Ontario for a single event or standalone activity and when it is not possible to thoroughly screen the Individual before they assume specific duties or responsibilities the individual will:
- a) Complete a single event signup form (**Appendix F**)
 - b) Receive specific instructions related to the tasks they are being asked to complete
 - c) Not be alone with Vulnerable Individuals
 - d) Individuals unable to fulfill requirements in 15a or 15b shall not be permitted to participate in the activity until full screening is completed.

Young People

16. Speed Skating Ontario defines a young person as someone who is younger than 18 years old. When screening young people, Speed Skating Ontario 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.

17. Notwithstanding the above, Speed Skating Ontario may ask a young person to obtain a VSC or E-PIC if SSO suspects the young person has an adult conviction and therefore has a *criminal record*. In these circumstances, SSO will be clear in its request that it is not asking for the young person's *youth record*. Speed Skating Ontario understands that it may not request to see a young person's youth record.

Renewal

18. Unless Speed Skating Ontario determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit an E-PIC, Screening Disclosure Form, VSC, or Screening Renewal Form, are required to submit the documents as follows:

- a) An E-PIC every three years
- b) A Screening Disclosure Form every three years (**Appendix C**)
- c) A Screening Renewal Form (**Appendix D**) every year
- d) A Vulnerable Sector Check once

19. Speed Skating Ontario, the Screening Officer or Screening Committee may request that an individual provide any of the above documents at any time. Such request will be in writing and reasons will be provided for the request.

Orientation, Training, and Monitoring

20. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at Speed Skating Ontario's discretion.

21. 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.

22. Training may include, but is not limited to certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.

23. Certification may include but is not limited to, first aid qualifications, coach certification, official certification, membership in a recognized professional association.

24. After orientation and training, the individual will be required to acknowledge, in written form, that they have received and completed the orientation and training.

25. Monitoring may include but is not limited to: written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

How to Obtain an E-PIC or VSC

26. The individual may obtain an E-PIC by providing Speed Skating Ontario with their legal name and email address. Speed Skating Ontario will send individuals seeking a position with the Speed Skating Ontario an invitation for screening through Sterling BackCheck.

27. SSO understands that the police Records Reform Act, 2015 requires the individual to consent in writing before requesting a CRC (such as an E-PIC). The Act also requires the individual to consent in writing for any disclosure of the results of the requesting organization.

28. 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.
29. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
30. Speed Skating Ontario understands that it may be required to assist an individual with obtaining a VSC. Speed Skating Ontario may need to submit a Request for VSC (**Appendix E**) or complete other documentation describing the nature of the organization and the individual's role with vulnerable individuals.

Procedure

31. Screening documents must be submitted to SSO's Screening Officer:

Mary Frances Carter executivedirector@ontariospeedskating.ca

Questions with regards to submission of screening documents and options for alternative submission should be directed to SSO's Screening Officer.

32. 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.
33. Speed Skating Ontario understands that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, Speed Skating Ontario may permit the individual to participate in the role during the delay. SSO may withdraw this permission at any time and for any reason.
34. Speed Skating Ontario 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'.
35. An initial review of screening applications will be completed by the SSO Screening Officer. The SSO Screening Officer will make one of the following determinations:
 - a) The SSO Screening Officer will confirm that the applicant passed screening if all screening documents have been submitted and are clear and there are no current or pending infractions or sanctions.
 - b) If the screening documentation reveals an offence, the SSO Screening Officer will convene an SSO Screening Committee (comprised of 1-3 committee members) and/or seek legal counsel to review the application in more detail. When sending screening documents to a screening committee or counsel, documents will be redacted to protect the individual's identity and reduce the opportunity for bias.
36. 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.
37. The Screening Committee will use the following as a guide to determine if an individual has not passed screening if the screening documentation reveals any of the following:

- a) If imposed in the last three years:
 - i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving;
 - ii. Any offense of assault, physical or psychological violence;
 - iii. Any offense involving trafficking and/or possession of illegal drugs;
 - iv. Any offense involving conduct against public morals; or,
 - v. Any offense involving theft or fraud.
- b) If imposed at any time:
 - i. Any offense involving a Minor or Minors or Vulnerable Person(s);
 - ii. Any offense involving the possession, distribution, or sale of any child-related pornography; or,
 - iii. Any sexual offense
 - iv. Any disciplinary and/or sanction by a sport governing body or by an independent body (i.e., private tribunal, government agency, etc.) where sanctions remain in effect

38. 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.

Conditions and Monitoring

39. 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 how adherence to conditions may be monitored.

Records

40. 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.

41. The records kept by Speed Skating Ontario 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 years)
- c) An individual's Screening Disclosure Form (for a period of three years)
- d) An individual's Screening Renewal Form (for a period of one 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 Speed Skating Ontario or by another sport organization

Sport Safety Training

42. SSO recommends that all Individuals complete training and regularly participate in professional development activities regarding emerging best practices and new standards in sport.

SSO mandates training for Individuals in Positions of Authority and Trust. Training requirements are informed by the risk level associated with the position as defined in the Screening Policy and the specific skills and responsibilities associated with the role.

All mandatory training will take effect for the start of the 2025-2026 season. The following table, Appendix A, outlines the training requirements. It is anticipated that SSO will introduce additional mandatory training in the coming years and some requirements will change as sport evolves.

Appendix A: Screening Training and Requirements Matrix

Risk Level	Role Examples (Note Young People Exception Below)	Training Mandatory/ Recommended	Screening Requirements
Level 1 Low Risk	<ul style="list-style-type: none"> Parents, guardians, young people or volunteers acting in a nonregular or informal basis Event Volunteers 	Recommended: <ul style="list-style-type: none"> CAC Safe Sport Training Respect in Sport for Parents 	<ul style="list-style-type: none"> Complete a Screening Application Form (Appendix B) Complete a Single Event Signup Form (Appendix F) if applicable Participate in training, orientation, and monitoring as determined by the Organization
Level 2 Medium Risk	<ul style="list-style-type: none"> Parents, or volunteers who are helping on a regular, reoccurring basis Assistant Coaches Team Managers and Chaperones Chief Officials Club Board Members SSO Committee Members 	Mandatory: <ul style="list-style-type: none"> CAC Safe Sport Training CAC Rule of Two Making Headway in Speed Skating (Chief Officials, Assistant Coaches and Team Managers) Recommended: <ul style="list-style-type: none"> Respect in Sport for Activity Leaders NCCP Making Ethical Decisions 	<ul style="list-style-type: none"> Complete a Screening Application Form (Appendix B) Complete a Screening Disclosure Form (Appendix C) Participate in training, orientation, and monitoring as determined by the Organization Complete and provide an E-PIC Provide one letter of reference related to the position, if requested Provide a driver's abstract, if requested
Level 3 High Risk	<ul style="list-style-type: none"> Head Coaches Coaches who travel with Athletes Coaches and Athlete Support Personnel who could be alone with athletes SSO Board of Directors and Staff 	Mandatory: <ul style="list-style-type: none"> CAC Safe Sport Training CAC Rule of Two Making Headway in Speed Skating (Head Coaches, Coaches who travel with athletes and Coaches and Athlete Support Personnel) NCCP Making Ethical Decisions (Head Coaches, Coaches who travel with athletes and Coaches and Athlete Support Personnel) Recommended: <ul style="list-style-type: none"> Respect in Sport for Activity Leaders 	<ul style="list-style-type: none"> Complete a Screening Application Form (Appendix B) Complete a Screening Disclosure Form (Appendix C) Participate in training, orientation, and monitoring as determined by the Organization Complete and provide an E-PIC Provide one letter of reference related to the position Provide a driver's abstract, if requested Provide a VSC once

Young People

For the purposes of this Policy, Speed Skating Ontario defines a young person as someone who is younger than 18 years old.

When screening young people, Speed Skating Ontario 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

Appendix B: Sample Application Form

Note: This is a sample form for the purposes of this policy. All application forms are to be submitted electronically using the designated form, which may be updated from time to time to meet the specific needs of the position and SSO's Screening Committee. Individuals need to complete an Application Form once for the position sought. If the individual is applying for a new position within SSO, a new Application Form must be submitted.

Individuals who are applying to volunteer or work within certain positions with Speed Skating Ontario must complete this Application Form. Individuals need to complete an Application Form once for the position sought. If the individual is applying for a new position within Speed Skating Ontario, a new Application Form must be submitted.

LEGAL NAME: _____
First Middle Last

PREFERRED NAME: _____

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____
Month/Day/Year

EMAIL: _____ **PHONE:** _____

POSITION SOUGHT: _____

EMERGENCY CONTACT: _____ **PHONE:** _____

By signing this document below, I agree to adhere to Speed Skating Ontario's policies and procedures, including but not limited to the *Code of Conduct*, *Conflict of Interest Policy*, *Privacy Policy*, and *Screening Policy*. Speed Skating Ontario's policies are located at the following link: <http://www.ontariospeedskating.ca/ossa-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: _____

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 Ontario Speed Skating Association 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 Speed Skating Ontario’s *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial Sport Organizations, Sport Clubs, and other organizations involved in the governance of sport. Speed Skating Ontario does 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 Speed Skating Ontario of any changes in circumstances that would alter my original responses to this Screening Disclosure Form.

I understand that failure to disclose truthful information or update SSO regarding a change in status may be considered an intentional omission and result in sanctions including, but not limited to, the loss of privileges, removal from my position or suspension.

NAME (print): _____ **DATE:** _____

SIGNATURE: _____

Appendix E: Request for Vulnerable Sector Check

This is a sample letter; SSO will make a copy of this letter on official letterhead and modify this letter as required to adhere to any requirements from the VSC provider.

INTRODUCTION

Speed Skating Ontario is requesting a Vulnerable Sector Check for **(insert individual's full legal name)** who identifies as a **(insert gender identity)** and who was born on **(insert birthdate)**.

DESCRIPTION OF ORGANIZATION

Speed Skating Ontario is the not-for-profit provincial governing organization for the sport of speed skating in Ontario. SSO oversees the screening of all participants within our organization and those of our Clubs, including coaches, officials, Club board members and other volunteers who have a duty of care for vulnerable individuals as defined in SSO's screening policy which can be accessed at: (link)

DESCRIPTION OF ROLE

(Insert individual's name) will be acting as a **(insert individual's role)**. In this role, the individual will have access to vulnerable individuals.

(Insert additional information re: type and number of vulnerable individuals, frequency of access, etc.)

CONTACT INFORMATION

If more information is required from Speed Skating Ontario, please contact the **(requesting organization's contact information)** or Speed Skating Ontario's Screening Officer at executivedirector@ontariospeedskating.ca

Signed: _____ Date: _____

Appendix F: Single Event Signup Form

This is a sample form; the actual form may be modified to allow the electronic collection of information and accommodate different positions.

EVENT INFORMATION (to be completed by the organizer)			
Event Name			
Location		Date(s)	
Nature of Event	Competition, Training Camp, Social Event, Fundraiser, Other		
Role			
Description of Duties	Please provide basic information about the position.		

Please complete the following information and return it to the event organizer or submit it online.

Failure to disclose truthful information may be considered an intentional omission and result in loss of volunteer responsibilities and sanctions in accordance with SSO's Complaints and Discipline Policy.

PARTICIPANT INFORMATION			
Full Name			
Address			
Email		Phone	
Do you have any physical limitations, medical ailments, or physical or mental disabilities that would limit or prevent you from fulfilling your duties?		YES	NO
Are you currently experiencing any health conditions or allergies that you should be aware of to ensure your health and well-being? If yes, please list.			
EMERGENCY CONTACT INFORMATION			
Emergency Contact Name		Relationship	
Email		Phone	

SCREENING INFORMATION

Please indicate if any of the following statements apply to you. If you answer YES to any of the following questions, you will be required to complete a full screening disclosure form. You may not be permitted to volunteer until comprehensive screening is completed.

1. Do you have a criminal record?	YES	NO
1. Have you ever been disciplined or sanctioned by a sport governing body or by an independent body (e.g., private tribunal, government agency, etc.)	YES	NO
2. Have you ever been dismissed from a coaching, officiating or volunteer position	YES	NO

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?	YES	NO
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PRIVACY STATEMENT

By completing and submitting this Form, I consent and authorize SSO to collect, use and disclose my personal information, including all information contained herein, for screening, insurance, administering membership services, and communicating with National Sport Organizations, Provincial Sport Organizations, Sport Clubs, and other organizations involved in the governance of sport. SSO does not distribute personal information for commercial purposes.

ACCEPTANCE OF RISK

I understand that despite protective measures in place, the position I am assuming carries with it certain risks, including but not limited to the risk of falls, collisions, exposure to cold and other inclement weather and working in spaces which may not allow for social distancing which may result in injury or illness. I accept these risks and agree not to hold the Organizer, Speed Skating Ontario, Speed Skating Canada or their agents responsible for any accident, injury or illness arising as a result of my participation.

CERTIFICATION

By signing this document below, I agree to adhere to SSO’s policies and procedures, including but not limited to the *SSO Code of Conduct, Conflict of Interest Policy, Privacy Policy, and Screening Policy*. SSO’s policies are located at the following link:

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

Signature

Date