

ISC SCREENING and CRIMINAL RECORDS CHECK POLICY



Approved: July 31, 2019

By registering with ISC, all members have agreed to abide by this Policy.

1. Purpose

ISC has a responsibility to provide a safe sport environment for its program participants, volunteers and staff. Screening personnel and volunteers is a vital part of providing a safe sport environment for all individuals.

2. Application

Individuals who are subject to screening pursuant to this policy include persons (i) who interact with minors, and (ii) who occupy positions of trust and authority within ISC. This policy applies to individuals occupying the following positions (referred to as **ISC Positions**) and any other individuals ISC may determine should be subject to screening (referred to as **Designated Individuals**):

- a. Paid ISC staff positions.
- b. All ISC coaches, whether volunteer or paid.
- c. Registered Level 3, 4 and 5 officials.
- d. Chaperones accompanying or supervising ISC athletes on travel or at other events.
- e. Paid contractors appointed to accompany ISC athletes to events or competitions.
- f. Board of Directors.
- g. Individuals who are billeting swimmers from other clubs (please see Billeting policy).

For purposes of this policy, “**interact with minors**” means working with minors directly or having or potentially having unsupervised access to minors.

3. Screening Requirements

All Designated Individuals will ensure a current Criminal Records Check (**CRC**) is on file with ISC prior to being confirmed for an ISC Position. (A **CRC** is a search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record)

If a Designated Individual already in an ISC Position did not complete a CRC upon initial application, a CRC will be required as soon as possible.

Notwithstanding the foregoing, ISC Directors must provide a CRC within 90 days of being elected or appointed to the ISC Board of Directors.

At its sole discretion, ISC may agree to accept a “Shared Result” of a previous CRC performed in BC under the *Criminal Records Review Program*, if such a check was performed within 18 months. The individual sharing their previous results will have to undergo future CRC’s in compliance with the required maximum 3-year period between CRC’s as stated in this policy.

Failure to participate in the screening process will result in the individual’s ineligibility for the ISC Position.

4. Relevant Offences

Relevant Offences are those offences for which pardons have not been granted, as defined in the *Criminal Records Review Act* of the Province of British Columbia as Relevant and/or Specified Offences or other such Offences as may be determined by that Act.

ISC additionally considers the following to be a Relevant Offence:

- a. any criminal offence involving the use of a motor vehicle;
- b. any child pornography offence;
- c. any violations for trafficking under the *Controlled Drug and Substances Act*;
- d. any crime of violence including assault;
- e. any criminal offence involving a minor or minors;
- f. any criminal offence involving theft, fraud or embezzlement;
- g. any sexual offence involving a minor or minors.

5. Reporting Requirement

If a Designated Individual is charged with or convicted of a Relevant Offence, that person must report the charge or conviction to ISC within 72 hours. ISC must request that the charged or convicted person obtain a new CRC and determine if that person is suitable to continue carrying out their responsibilities with ISC.

A Designated Individual’s conviction of any Relevant Offence may result in expulsion from ISC and/or termination from any ISC positions, program, activity or event upon the sole discretion of ISC.

6. Criminal Records Review Timing

ISC requires that a CRC be provided every three (3) years. Notwithstanding this, ISC may at any time request that an individual in a Designated Category provide a CRC to ISC if ISC has grounds to believe that results of the CRC obtained previously are no longer accurate.

7. Records

Written records obtained in the course of implementing this policy will be maintained in a confidential manner as required by the British Columbia *Personal Information Protection Act* and will not be disclosed to others except as required by law, or for use in a legal or disciplinary proceeding.