



Highwood Current Swim Club (CRNT)

Recruitment & Screening Policies for Staff, Coaches & Volunteers

"CRNT" refers to: Highwood Current Swim Club

Definitions

The following terms have these meanings in this Policy:

- a. "Police Information Check" (PIC) – A search of the RCMP criminal records database to determine whether the individual has a criminal record
- b. "Vulnerable Sector Verification" – A secondary part of the Police Information Check, for individuals who are volunteering in a vulnerable sector (such as with minor athletes or persons with a disability), which also searches for the existence of any pardoned sex offences and/or charges
- c. "Personnel" - Organization personnel include members and volunteers whose position with the Organization is one of trust or authority which may relate to finances or to young people or people with a disability. Personnel are required to obtain a Police Information Check with Vulnerable Sector Verification (PIC-VSV). Personnel include, but are not limited to, coaches, managers, billeters, chaperones, and employees and staff

Purpose

CRNT understands that screening personnel and volunteers is a vital part of providing a safe sporting environment for athletes. Like many sport organizations, the CRNT requires its Personnel who interact with vulnerable athletes to be vetted through obtaining a Police Information Check with Vulnerable Sector Verification (PIC-VSV) and completing a Screening Disclosure Form.

Application of this Policy

CRNT will identify Personnel who, based on their role, require screening through a PIC-VSV and a Screening Disclosure Form. The CRNT will determine which Designated Categories of Personnel will be subject to screening.

Screening Disclosure Forms and PIC-VSV are required for the following "Designated Categories" who work closely with athletes and who occupy positions of trust and authority within CRNT:

- a. Coaches
- b. Board of Directors (BOD)
- c. Employees
- d. Team Managers and Chaperones

Minors (under 18) will be required to submit up to 2 references but will not be required to have a PIC-VSV performed.

Policy

It is CRNT policy that:

- a. Personnel in Designated categories will be screened using the Screening Disclosure Form and

- the PIC-VSV as required. There will be no exceptions.
- b. Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual
 - c. CRNT will not knowingly place in a Designated Category an individual who has a conviction for a 'relevant offence', as defined in this Policy.
 - d. However, when the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence, a person can occupy a position in a Designated Category without adversely affecting the safety of CRNT, an athlete or member of CRNT through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve a persons' participation in a Designated Category.
 - e. If a person in a Designated Category is charged with or subsequently receives a conviction for, or is found guilty of, a relevant offence, they will report this circumstance immediately to CRNT.
 - f. If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their Designated Category and may be subject to further discipline in accordance with CRNT Discipline and Complaints Policy.

Screening Committee

The implementation of this policy is the responsibility of the CRNT Screening Committee which is a committee comprised of three members of the Board of Directors for CRNT. The BOD will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess Screening Disclosure Forms and PIC-VSVs, and to render decisions under this Policy. Quorum for the Screening Committee will be three members.

CRNT may, in its sole discretion, remove any member of the Screening Committee. When a position on the Screening Committee becomes vacant, either because a member has been removed or because a member has resigned, CRNT will appoint a replacement member.

The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.

The Screening Committee is responsible for reviewing all PIC-VSVs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions in Designated Categories within CRNT. 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.

Procedure

The Screening Disclosure Form will be submitted to CRNT via a secure Screening email that can only be accessed by the Screening Committee.

Screening Disclosure Forms will first be reviewed by the President as representative of the Screening Committee. If there is a disclosure that may impact an individual's participation, the Screening Committee will review to determine if further screening is indicated, if conditions for participation are required to be set, or if the individual has not passed. The same procedure will occur with PIC-VSVs. This is to ensure privacy of this process.

Personnel who do not submit Screening Disclosure Form and (if required) a PIC-VSV form will receive a notice to this effect and will be informed that their application and/or position will not proceed until such time as the required forms are received.

Screening forms and PIC-VSVs that require review will be evaluated by the Screening Committee, and the Committee, by majority vote, will:

- a. Approve an individual's participation in a Designated Category; or

- b. Deny an individual's participation in a Designated Category; or
- c. Approve an individual's participation in a Designated Category subject to terms and conditions as the Screening Committee deems appropriate

If an individual's PIC-VSV and Screening Disclosure Form do not reveal a relevant offence, the Screening Committee will advise CRNT that the individual is eligible for the Designate Category. After providing notice, the Screening Committee will return or destroy the original PIC-VSV.

If an individual's PIC-VSV and the Screening Disclosure Form reveal a relevant offence, the Screening Committee will render its decision and provide notice of its decision in writing to CRNT and the applicant. After providing notice, the Screening Committee will return or destroy the original PIC-VSV.

The decisions of the Screening Committee are final and binding and will be effective upon notice being sent to the individual by email to his/her last known email address on record with CRNT.

PIC-VSVs are valid for a period of three years and Screening Disclosure Forms must be completed on an annual basis. Notwithstanding this, the Screening Committee may request that an individual in a designated category provide a PIC-VSV or Screening Disclosure Form to the Screening Committee for review and consideration. Such request will be in writing and will provide the reasons for such a request.

Relevant Offenses

The Screening Committee will consider the type of offense, the date of offense, and the relevance of the offense to the position sought.

For the purposes of this Policy, guidelines and examples of a 'relevant offence' is any of the following:

- a) If imposed in the last five years:
 - i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving
 - ii. Any offense for trafficking and/or possession of drugs and/or narcotics
 - iii. Any offense involving conduct against public morals
- b) 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
- c) 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

Records

The Screening Committee will retain no copies of PIC-VSVs and Screening Disclosure Forms, but may retain written records of communication with individuals whose PIC-VSV or Screening Disclosure Form indicate a relevant offence, as well as copies of its decisions and written reasons for decisions. 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.

Designated Categories

For coaching staff, coaching volunteers, board members etc.

Level 1	Level 2	Level 3
Decision-making position Potential high-risk assignments Occupies position of trust and/or authority Supervisory role Directs others Involved with finances	Direct athlete contact Medium risk assignments Supervisory role Direct others Involved with finances Limited access to Vulnerable Participants	No direct contact with athletes Low risk assignments No supervisory role No directing others Not involved with finances No unsupervised access to Vulnerable Participants

Frequent or unsupervised access to Vulnerable Participants		
Screening Disclosure Form VSC* • PIC Training, orientation & monitoring Driver's abstract if involved in transportation	Screening Disclosure Form PIC Training, orientation & monitoring Driver's abstract if involved in transportation	Screening Disclosure Form Training, orientation & monitoring PIC**

**if indicated after review of Screening Disclosure Form.

Breakdown for Meet Volunteer Officials

Level 2	Referees Meet Referee Meet Managers Officials Chair Chief Timekeeper Chief Judge Electronics
Level 3	Timekeepers Safety Marshall Inspector of Turns Judge of Stroke Administration desk Chief Recorder Recorder Starter

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