



# EKSC Recruitment & Screening Policies for Personnel

## Definitions

1. The following terms have these meanings in this Code:
  - (a) **“Compliance Manager”** – means the individual appointed pursuant to Section 6 of this Policy;
  - (b) **“Organization”** – refers to: The Edmonton Keyano Swim Club (“EKSC”);
  - (c) **“Member”** – All categories of membership defined in the Organization’s Bylaws as well as all individuals employed by, or engaged in activities with the Organization including, but not limited to, athletes, coaches, officials, volunteers, team managers, administrators, directors and Officers of the Organization, and parents/guardians of athletes;
  - (d) **“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, team managers, managers, billeters, chaperones, members, volunteers, contractors, employees and staff;
  - (e) **“Police Information Check”** – A search of the police criminal records database to determine whether the individual has a criminal record in Canada, or in their home country elsewhere in the world should they be arriving from overseas;
  - (f) **“Position of Trust”** – a job or position in which one individual may exercise power or authority over another individual, such as a team manager or coach;
  - (g) **“Relevant Offence”** – means the offences defined within Section 27 of this Policy;
  - (h) **“Vulnerable Individual”** – 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.
  - (i) **“Vulnerable Sector Verification”** or **“PIC-VSV”** – 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;



# **Edmonton Keyano Swim Club**

*Setting a new standard for swimming in Canada*

#106-9100 Walterdale Hill NW  
Edmonton, AB T6E 2V3  
P: 780 432 9448  
www.eksc.com

## **Purpose**

2. The Organization understands that screening Personnel is a vital part of providing a safe sporting environment for athletes. Like many sport organizations, the Organization requires Personnel who interact with vulnerable athletes to be vetted through obtaining a Police Information Check with Vulnerable Sector Verification (PIC-VSV). For new Personnel to the Club, they also need to submit two independent references.

## **Application of this Policy**

3. The Organization will identify Personnel who, based on their role, require screening through a PIC-VSV. The Organization will determine which Designated Categories of Personnel will be subject to screening.
4. For those Personnel who are new to the Organization, they will be required to submit two independent references which will validate the character and the ability of the person to work with vulnerable individuals.
5. PIC-VSVs are required for the following “Designated Categories” who work closely with athletes and who occupy positions of trust and authority within the Organization:
  - (a) Coaches;
  - (b) Team Managers and Chaperones;
  - (c) Employees (for those who work or liaise closely with any vulnerable individuals);
  - (d) Billeters;
  - (e) Volunteers (where specific volunteers work or liaise closely with any vulnerable individuals).

As a point of clarity, for the majority of ‘Volunteers’ who provide support and assistance at sanctioned swim meets or organized Club events where their roles are in full public view, they would not be subject to screening.

6. The Organization will appoint a named individual to act as its Compliance Manager. Their role will be to ensure all aspects of the ‘Safe Sport’ Policies adopted and implemented by the Organization are adhered to, areas of concern identified, and progress reported to the Head Coach and General Manager.



# Edmonton Keyano Swim Club

Setting a new standard for swimming in Canada

#106-9100 Walterdale Hill NW  
Edmonton, AB T6E 2V3  
P: 780 432 9448  
www.eksc.com

## Policy

7. It is the Organization's policy that:

- (a) Personnel in Designated categories will need to submit a PIC-VSV. There will be no exceptions.
- (b) The costs incurred to undertake a Police Check and Vulnerable Sectors Check will be applied as follows:
  - (i) For all employees, contractors, coaches and staff: the costs will be born by the individual and not the Organization;
  - (ii) For any volunteers, chaperones, billeters where the individual is not 'employed' by the Organization in some capacity, the costs will be met by the Organization.
- (c) New Personnel joining the Organization, will be required to submit two independent references to validate the character and the ability of the person to work with vulnerable individuals. These should be submitted along with the PIC-VSV.
- (d) Failure to participate in the screening requirements as outlined in this policy will result in ineligibility of the individual.
- (e) Personnel will not be placed in a role until the screening requirements have been completed and the Organization is satisfied that there are no causes for concern identified.
- (f) The Organization will not knowingly place in a Designated Category an individual who has a conviction for a Relevant Offence', as defined in this Policy.
- (g) When the Head Coach and General Manager are 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 the Organization, an athlete or member of the Organization through the imposition of such terms and conditions as are deemed appropriate, the Organization may approve an individual's participation in a Designated Category through a decision by the Board of Directors.
- (h) 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 the Organization.
- (i) 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 the Organization's *Discipline Policy and/or Resolution of Disputes and Complaints Policy*.



# **Edmonton Keyano Swim Club**

*Setting a new standard for swimming in Canada*

#106-9100 Walterdale Hill NW  
Edmonton, AB T6E 2V3  
P: 780 432 9448  
www.eksc.com

## **Accountability for the Screening Policy**

8. The Head Coach and General Manager are accountable for ensuring compliance to this Policy in the Organization.
9. The Head Coach and General Manager will identify all Personnel in the Designated Categories who will need to comply with this Policy.
10. The appointed Compliance Manager will be responsible for ensuring all PIC-VSVs are received from Personnel in the Designated Categories.
11. The Compliance Manager will review all PIC-VSVs. They will also follow up on independent references submitted by new Personnel joining the Organization.
12. The Head Coach and General Manager will make decisions regarding the appropriateness of individuals filling positions in Designated Categories within the Organization. In doing so, they may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.
13. The Head Coach and General Manager will report to the Board of Directors on Designated Personnel at regular intervals: Personnel who have completed the screening requirements, those who are still going through the screening process, and those who have yet to comply. They will also report on the successful outcomes and those Personnel who have failed the screening requirements.
14. All details of the screening process will be subject to confidentiality.
15. For the rare occurrence when the Head Coach and General Manager are unable to undertake the Screening Process for Personnel in Designated Categories, or there is a conflict of interest; accountability will pass to the Board of Directors to oversee the screening process. The Board of Directors will also be accountable for ensuring a screening process is completed for the Head Coach and General Manager in accordance with this Screening Policy.

## **Application of the Screening Process**

The Organization's screening process will consist of the following steps:

16. The Head Coach and General Manager will identify those Personnel who are in the Designated Categories and required to submit the screening requirements prior to undertaking their roles. They will instruct the Compliance Manager accordingly.



# **Edmonton Keyano Swim Club**

*Setting a new standard for swimming in Canada*

#106-9100 Walterdale Hill NW  
Edmonton, AB T6E 2V3  
P: 780 432 9448  
www.eksc.com

17. Personnel should submit original copies of the PIC-VSVs to the Compliance Manager and mark the documents in a sealed envelope as 'Confidential'. The envelope should be delivered to the EKSC Office.
18. For Personnel who are new to the Organization, they will be required to also include two independent references.
19. Personnel who do not submit a PIC-VSV 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 PIC-VSV is received and the screening process completed.
20. The Head Coach and General Manager will review the disclosed documents and determine whether the individual's PIC-VSV meet the requirements of the Organization.
21. For those Personnel who have submitted two independent references, the Compliance Manager will request written references from the names submitted, and then review and validate the written references subsequently received by the Organization with the Head Coach and General Manager.
22. Subsequent to review of the PIC-VSV and independent references (if applicable); the Head Coach and General Manager 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 they deem appropriate.
23. The Head Coach and General Manager will report the outcome to the Board of Directors prior to confirming the decision taken in writing to the individual.
24. Notes of the decision, the documents reviewed and the screening process undertaken, will be kept by the Compliance Manager, and retained as confidential.
25. The decisions of the Head Coach and General Manager 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 the Organization.
26. PIC-VSVs are valid for a period of three years and must be renewed upon expiry. Notwithstanding this, the Head Coach or General Manager may request that an individual in a designated category provide a PIC-VSV to them for review and consideration. Such request will be in writing and will provide the reasons for such a request.



# Edmonton Keyano Swim Club

Setting a new standard for swimming in Canada

#106-9100 Walterdale Hill NW  
Edmonton, AB T6E 2V3  
P: 780 432 9448  
www.eksc.com

## Relevant Offences

27. 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 offence involving the use of a motor vehicle, including but not limited to impaired driving
- (ii) Any offence for trafficking and/or possession of drugs and/or narcotics
- (iii) Any offence 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 offence involving a minor or minors

(c) If imposed at any time:

- (i) Any offence contrary to section 163.1 of the Criminal Code of Canada including, but not limited to, the possession, distribution or sale of child pornography
- (ii) Any sexual offence
- (iii) Any offence involving theft or fraud

## Records

28. The Compliance Manager will retain copies of PIC-VSVs and any additional evidence unearthed along with written records of communication with individuals whose PIC-VSV indicate a Relevant Offence. Copies of its decisions and written reasons for decisions will also be retained.

29. All records will be maintained in a confidential manner in accordance with the requirements of the *Personal Information Protection Act* (Alberta), and if applicable the Organization’s privacy policies, and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.