



PICKLEBALL CANADA – SCREENING POLICY

1. POLICY STATEMENT

Pickleball Canada (PCO) screens their personnel and volunteers as a vital part of providing a safe sporting environment.

2. CONTEXT/BACKGROUND

PCO recognizes the importance of screening individuals who are in a position of trust, who direct or have authority over others within PCO or who have access to PCO finances. PCO takes steps to protect its staff, volunteers and participants through this Screening Policy.

3. APPLICATION

PCO screens individuals based on their position. This policy applies to all individuals whose position with PCO is one of trust or authority related to, at a minimum, finances, supervision or unsupervised access to children/youth¹ or vulnerable persons².

3.1 Not all positions associated with PCO will be required to undergo screening through this Policy because not all positions pose a risk of harm to PCO or to its participants. PCO, at a minimum, has determined the following positions are subject to screening in accordance with this Policy:

- a. All staff and contractors
- b. All Directors
- c. National team coaches and staff
- d. Any other individual, or position as identified by the PCO.

Additional positions can be added at the discretion of the PCO Board.

3.2 PCO will consider whether an individual's position could temporarily place them at a higher level of risk and may at its discretion screen the individual at that higher level. In these circumstances, PCO may, while awaiting the results of the higher level of screening, place limits on the individual's responsibilities within PCO.

3.3 PCO will determine which positions will be subject to screening using the following guidelines (PCO may vary the guidelines at its discretion)

¹¹For the purposes of this Policy, PCO defines youth as someone who is under 18 years of age.

²A vulnerable person is defined in section 6.3 of the *Criminal Records Act*, as a person who, because of age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them. There are measures in place to ensure people convicted of sexually-based offences do not work with the vulnerable sector.

3.4 Level 1 - Medium Risk Assignments

Positions involving supervisory roles or matters related to PCO finances are considered medium risk assignments.

Candidates for medium risk assignments will be required to:

- a. Complete and submit a PCO Screening Policy Application/Consent Form (Appendix II).
- b. Complete and provide an Enhanced Police Information Check.
- c. Participate in training, orientation and monitoring as determined by PCO.

3.5 Level 2 - High Risk Assignments

Positions involving supervisory roles or positions of trust or authority over youth or vulnerable adults are considered high risk assignments.

Candidates for high risk assignments will be required to:

- a. Fulfill all Level 1 requirements.
- b. Provide one letter of reference.
- c. If the candidate is 18 and over, agree to a Vulnerable Sector Check.
- d. Comply with the conditions of PCO's Abuse Prevention Policy.
- e. Participate in training, orientation and monitoring as determined by PCO.

3.6 Candidates under the 18 will be required to:

- a. Complete and submit a PCO Screening Policy Application/Consent Form (Appendix II).
- b. Provide two letters of reference.
- c. Comply with the conditions of PCO's Abuse Prevention Policy.
- d. Participate in training, orientation and monitoring as determined by PCO.
- e. Under extenuating circumstances¹ provide a Vulnerable Sector Check and/or an Enhanced Police Information Check

4. COMING INTO FORCE

January 01, 2022

¹ PCO may ask a young person to obtain a Vulnerable Sector Check or an Enhanced Police Information Check if the organization suspects the young person has an adult conviction and therefore has a criminal record. In these circumstances, the organization will be clear in its request that it is not asking for the young person's *youth record*. PCO understands that it may not request to see a young person's youth record.

5. ROLES/RESPONSIBILITIES

The individual responsible for hiring an employee or contractor, or for appointing a volunteer shall ensure all required screening is complete. Screening should be conducted after the person has been offered the position, as a final step in the hiring or appointment process.

5.1 Screening Committee

PCO will establish a screening committee, consisting of three members. The Screening Committee will carry out its duties in accordance with the terms of this policy, independent of the Board.

If the results of the screening indicate the applicant has a relevant offence, the Screening Committee will review all submitted documents and may:

- a. Approve an individual's application or,
- b. Deny an individual's application or,
- c. Approve an individual's application subject to terms and conditions as the Screening Committee deems appropriate.

Prior to rendering its decision, the Screening Committee may ask the individual for more information about their screening documents. The Screening Committee may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.

An individual whose screening application has been denied or revoked may not re-apply to participate in the programs or activities of PCO for two (2) years from the date the rejected application was made.

The Screening Committee will render its decision and provide notice of its decision to the individual and to PCO.

5.2 Records

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.

The records kept by PCO as part of the screening process include but are not limited to the individual's:

- a. Vulnerable Sector Check
- b. Enhanced Police Information Check
- c. Records of any conditions attached to an individual's registration by the Screening Committee
- d. Records of any discipline applied to any individual by PCO or by another sport organization

5.3 Length of Time Screening Documents are Valid

Enhanced Police Information Checks and Vulnerable Sector Checks are valid for a period of three years. However, the PCO Screening Committee or Board may request that an individual provide an Enhanced Police Information Check or Vulnerable Sector Check for review and consideration at any time. Such a request will be in writing.

- 5.4 Failing to Participate, Subsequent Conviction/Offence or Providing False Information
Failure to participate in the screening process as outlined in this policy will result in the individual's ineligibility for the position sought
- a. If an individual subsequently receives a conviction for or is found guilty of an offence they are required to report this circumstance immediately to PCO.
 - b. If an individual provides falsified or misleading information the individual will immediately be removed from their position with PCO and may be subject to further discipline in accordance with PCO's *Complaints and Discipline Policy*.

6. IMPLEMENTATION

As of the date this Policy shall come into force PCO shall establish the required Screening Committee. The PCO Board and others as required will identify all individuals holding identified positions, determine the appropriate risk level and request that the individuals proceed to take steps to comply with the required level of screening. The Screening Committee will be then charged with ensuring all required screening and documentation is completed.

As of the date of this policy coming into force the PCO Board shall identify any position to be filled with respect to its risk level and ensure that successful candidates are screened prior to final confirmation of the intended assignment.

7. RESULTS

Applicants are screened appropriately for the position they are seeking resulting in a safe environment for PCO staff, volunteers and participants

Appendix I – List of Relevant Offences

Providing a pardon has not been granted, the following examples are considered to be relevant offenses:

- 1** If imposed in the last three years:
 - 1.1 Any offense involving the use of a motor vehicle, including but not limited to impaired driving.
 - 1.2 Any offense for trafficking and/or possession of drugs and/or narcotics.
 - 1.3 Any offense involving conduct against public morals.

- 2** If imposed at any time:
 - 2.1 Any crime of violence including but not limited to, all forms of assault.
 - 2.2 Any offense involving a minor or minors.
 - 2.3 Any offense of physical or psychological violence.
 - 2.4 Any offense involving trafficking of illegal drugs.
 - 2.5 Any offense involving the possession, distribution, or sale of any child-related pornography.
 - 2.6 Any sexual offense.
 - 2.7 Any offense involving theft or fraud.

SIGNATURE: _____

Appendix III – Request for Vulnerable Sector Check

INTRODUCTION

Pickleball Canada is requesting a Vulnerable Sector Check for:

_____ [insert individual's full name]

who identifies as a _____ [insert gender identity] and who was born on

_____ [insert birth date]

DESCRIPTION OF ORGANIZATION

Pickleball Canada is the not-for-profit national governing organization for the sport of Pickleball.

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.

Additional information: type and number of vulnerable individuals, frequency of access, etc.

CONTACT INFORMATION If more information is required from Pickleball Canada, please contact the Screening Committee Chair: (Insert information for Screening Committee Chair)

Signed: _____

Date: _____