



TORONTO ULTIMATE CLUB (TUC)

TUC SCREENING POLICY

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Review Body:	TUC Governance Committee
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Definitions

1. The following terms have these meanings in this Policy:
 - a) *"Criminal Record Check"* – A search of the RCMP criminal records database to determine whether the individual has a criminal record (CRC)
 - b) *"Vulnerable Sector Check"* – A detailed check that includes a search of the RCMP national Repository of Criminal Records, local police information and the Pardoned Sex Offenders database (VSC)

Purpose

2. TUC understands that screening personnel and volunteers is a vital part of providing a safe sporting environment. TUC is responsible, by law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities, and events. The purpose of screening is to identify individuals involved with TUC's activities who may pose a risk to TUC and its participants.

Application of this Policy

3. This Policy applies to all individuals whose position with TUC is one of trust or authority which may relate to, at a minimum, finances, supervision, young people, or people with a disability.
4. Not all individuals associated with TUC will be required to undergo screening through a CRC-VSC and a Screening Disclosure Form because not all positions pose a risk of harm to TUC or to its participants. TUC will determine which individuals will be subject to screening using the following guidelines (variations from the guidelines are at the sole discretion of TUC):



TUC Screening Policy
Last Revised: December 16, 2019

Level 1 – Low Risk - Individuals involved in low-risk assignments who are not in a supervisory role, not directing others, not involved with financial/cash management, and/or do not have access to minors or people with a disability. Examples:

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

Level 2 – Medium Risk – Individuals involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with financial/cash management, and/or who may have limited access to minors or people with a disability. Examples:

- a) Assistant coaches
- b) Coaches who are typically under the supervision of another coach

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 financial/cash management, and who have access to minors or people with a disability. Examples:

- a) Full-time coaches
- b) Coaches who travel with athletes
- c) Coaches who could be alone with athletes
- d) Employees of TUC
- e) Board of Directors

Policy

5. It is TUC's policy that:

- a) Level 1 individuals will:
 - i. Provide a valid government-issued photo ID, proving identification.

- b) Level 2 individuals will:
 - i. Complete and provide a CRC
 - ii. Complete a Screening Disclosure Form
 - iii. Complete an Application Form indicating that the individual has read and understands TUC's policies and procedures
 - iv. Provide one letter of reference related to the position sought
 - v. Participate in orientation as determined by TUC
 - vi. Provide a driver's abstract, if requested

- c) Level 3 individuals will:
 - i. Complete and provide a CRC-VSC (Please note, that individuals born prior to 1987, must submit a one-time VSC to TUC, and thereafter a CRC. Individuals born after 1987, need only to submit a CRC)
 - ii. Complete a Screening Disclosure Form
 - iii. Complete an Application Form indicating that the individual has read and understands TUC's policies and procedures



TUC Screening Policy
Last Revised: December 16, 2019

- iv. Provide one letter of reference related to the position sought
 - v. Participate in orientation as determined by TUC
 - vi. Provide a driver's abstract, if requested
- d) Failure to participate in the screening process as outlined in this policy will result in the individual's ineligibility for the position sought.
- e) When the Screening Committee is of the opinion that, notwithstanding a conviction, a person can occupy a position within TUC without adversely affecting the safety of TUC, any individual, athlete, or member of TUC through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve an individual's participation.
- f) If an individual subsequently receives a conviction for, or is found guilty of, an offence they will report this circumstance immediately to TUC.
- g) If an individual provides falsified or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with TUC's *Discipline Policy*.

Screening Committee

- 6. The implementation of this policy is the responsibility of TUC's Screening Committee which is a committee of one (1) to three (3) members appointed by TUC. TUC will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess CRC-VSCs and the Screening Disclosure Form and render decisions under this Policy.
- 7. TUC may 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, TUC will appoint a replacement member.
- 8. The Screening Committee is responsible for reviewing all CRC-VSCs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions within TUC. 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.

Criminal Record Check or Vulnerable Sector Check (CRC-VSC)

- 9. Regular CRCs may be obtained online through a third-party platform, but individuals may obtain a CRC-VSCs 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



TUC Screening Policy
Last Revised: December 16, 2019

may also be required and may be reimbursed by TUC upon the submission of a legitimate receipt and volunteer expense form.

10. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.

Procedure

11. The Screening requirements defined in this policy will be submitted to TUC's head office in an envelope marked "Confidential: - Attention Executive Director"
12. If required, TUC will provide a letter confirming the potential position within TUC.
13. Individuals who do not undertake the screening requirements required by this policy will receive a notice to that effect and will be informed that their application and/or position will not proceed until such time as the screening requirements are followed.
14. The Screening Committee will review all submitted documents and determine if the individual has committed a relevant offence.
15. Subsequent to its' review, the Screening Committee, by majority vote, will:
 - a) Approve an individual's participation; or
 - b) Deny an individual's participation; or
 - c) Approve an individual's participation subject to terms and conditions as the Screening Committee deems appropriate.
16. If an individual's documents do not reveal a relevant offence, the Screening Committee will advise that the individual is eligible. If an individual's documents reveal a relevant offence, the Screening Committee will render its decision and provide notice to the individual.
17. CRC-VSCs are valid for a period of three years and Screening Disclosure Forms must be completed on an annual basis. However, the Screening Committee may request that an individual provide a CRC-VSC or a Screening Disclosure Form for review and consideration at any time. Such requests will be in writing and reasons will be provided for such a request.

Relevant Offences

18. Provided a pardon has not been granted, the following examples, but not limited to, may be considered to be relevant offences:
 - 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



TUC Screening Policy
Last Revised: December 16, 2019

- 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 involving the possession, distribution, or sale of any child-related pornography
 - ii. Any sexual offence
 - iii. Any offence involving theft or fraud

Records

- 19. 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.

Criminal Convictions

- 20. An individual's conviction for any of the following *Criminal Code* offences may result in expulsion from TUC and/or removal from designated positions, competitions, programs, activities and events upon the sole discretion of TUC:
 - a) Any offence of physical or psychological violence
 - b) Any crime of violence including but not limited to, all forms of assault
 - c) Any offence involving the trafficking of illegal drugs
 - d) Any offence involving the possession, distribution, or sale of any child-related pornography
 - e) Any sexual offence
 - f) Any offence involving theft or fraud



Toronto Ultimate Club Screening Disclosure Form

NAME:

First

Middle

Last

OTHER NAMES YOU HAVE USED:

CURRENT PERMANENT ADDRESS:

Street

City

Province

Postal

DATE OF BIRTH: _____ **GENDER:** _____

Month/Day/Year

CLUB: _____ **EMAIL:** _____

Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements as required by TUC's *Screening Policy*.

1. **Have you ever been convicted of a crime for which a pardon has not been granted, including possession or trafficking of an illegal substance?** Yes _____ No _____ If yes, please describe below for each conviction:

Name or Type of Offence:

Name and Jurisdiction of Court/Tribunal:

Year Convicted:

Penalty or Punishment Imposed:



Further Explanation:

2. **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 _____
If yes, please explain for each pending charge:

Name or Type of Offence:

Name and Jurisdiction of Court/Tribunal:

Further Explanation:

3. **Has any civil court made a finding, judgment or ruling against you, or have you entered into an out of court settlement relevant to the profession of coaching, ultimate or any other sport?** Yes _____ No _____ If yes, please describe each finding, judgment or ruling below:

Civil Court Finding:

Out of Court Settlement:

Type of Offence or Finding:

Year of Offence or Settlement:

Penalty or Punishment Imposed:

Further Explanation:



4. **Have you ever been the subject of a decision of a court or tribunal that might reflect adversely on the profession of coaching, ultimate or any other sport?** Yes _____ No _____ If yes, please describe below:

Type of Offence:

Year of Decision:

Penalty or Punishment Imposed:

Further Explanation:

5. **Have you ever been dismissed from a position due to allegations of ethical or moral misconduct?**

Yes _____ No _____ If yes, please describe below:

Name of Organization:

Date of Dismissal:

Reason for Dismissal:

6. **Have you ever been disciplined or sanctioned by an international sport body, by a National sport governing body outside Canada, by TUC, or by any other body within Canada that governs Ultimate or any other sport?**

Yes _____ No _____ If yes, please describe below:

Name of organization _____



Date of Discipline or Sanction:

Reason for Discipline or Sanction:

7. Have you ever been disciplined or sanctioned by an independent body (sport body, private tribunal, government agency, etc.) for which a pardon has not been granted?

Yes _____ No _____ If yes, please describe below:

Name or Type of Offence:

Name and Independent Body:

Year Convicted:

Penalty or Punishment Imposed:

Further Explanation:

For more than one conviction please attach additional page(s) as necessary.

Certification

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

I further certify that I will immediately inform TUC of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in termination of membership and/or further discipline.



TUC Screening Policy
Last Revised: December 16, 2019

Signature: _____ Date: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, you consent and authorize TUC to collect, use and disclose your personal information, including all information provided on the Screening Disclosure Form, Criminal Record Check and/or Vulnerable Sector Check for the purposes of screening, implementation of TUC's Screening Policy, administering membership services and communicating with Toronto Ultimate Club, and other organizations involved in the governance of the sport of ultimate. TUC does not distribute personal information for commercial purposes.