



Screening Policy

Adopted: March 2018
Last Reviewed:

The Peterborough Cycling Club (PCC) understands that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the community.

SCOPE

This Policy applies to all members whose role within the PCC involves an element of trust or authority which may relate to, at a minimum, finances, supervision, young people, or people with a disability. Not all volunteers associated with the Peterborough Cycling Club will be required to obtain a Criminal Record Check (CRC), Vulnerable Sector Verification (VSV), or submit a Screening Disclosure Form because not all positions pose a risk of harm to the PCC or to its participants. The PCC Board of Directors will determine which individuals will be subject to screening using the following guidelines (variations from the guidelines are at the sole discretion of the PCC Board of Directors):

POLICY

There are two levels of screening necessary depending on the responsibilities of the volunteer:

1. **Limited Volunteer Duty:** Examples include Treasurer of the Board of Directors.

Members in positions holding the following responsibilities:

- Supervisory role involving directing others; and/or
- Limited financial/cash management,

Will need to obtain a:

- Criminal Record check (every 3 years);
- Screening Disclosure Form; and a
- Declaration Form (annually).

2. **Enhanced Volunteer Duty:** Examples include youth program leaders & volunteers, TandemEyes leaders & Captains, members who could be alone with minors or people with a disability, etc.

Members in positions holding the following responsibilities:

- Trust and/or authority over other members;
- Supervisory roles involving directing others; and
- Have access to minors or people with a disability,

Will need to complete and provide a:

- Criminal Record check (every 3 years);
- Vulnerable Sector Verification (every 3 years);
- Declaration Form (annually);
- Screening Disclosure Form; and
- Provide one letter of reference related to the position sought (**program leaders of youth programs & TandemEyes**)



Failure to participate in the screening process as outlined in this policy will result in the individual's ineligibility for the position sought.

If an individual subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to the PCC Board of Directors.

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 the Club's Discipline and Complaints Policy.

HOW TO OBTAIN A CRIMINAL RECORD CHECK OR VULNERABLE SECTOR VERIFICATION

Although a CRC may be obtained online from a third-party provider, individuals may only obtain a VSV from the Peterborough Police station by submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Please ask the Ride Coordinator for a volunteer letter to ensure you receive the discounted price.

The screening requirements defined in this policy will be submitted to the PCC in an envelope marked:

"Confidential"

"Att: President, Vice-President, or Ride Director"

RECORDS

All records collected throughout the screening process will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, or disciplinary proceedings. Documents will be kept by the PCC Board for a length of 3 years.

CRIMINAL CONVICTIONS

An individual's conviction for any of the following Criminal Code offenses may result in expulsion from the Organization and/ or removal from designated positions, competitions, programs, activities and events upon the sole discretion of the PCC:

- Any offense of physical or psychological violence;
- Any crime of violence including but not limited to, all forms of assault;
- Any offense involving trafficking of illegal drugs;
- Any offense involving the possession, distribution, or sale of any child-related pornography;
- Any sexual offense; or
- Any offense involving theft or fraud.

Following the review of documents, the President, Vice-President, or Ride Coordinator will decide if:

- The individual has passed screening and may participate in the desired position; or
- The individual has not passed screening and may not participate in the desired position; or
- More information is required from the individual.

An updated list of approved volunteers will be available to the ride leaders upon request.

The Peterborough Cycling Club's Screening Policy is intended to ensure safe and positive interactions through brevity and plain language