



AAWA SCREENING POLICY

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Definitions

1. The following defined terms have these meanings in this Policy:
 - a) ***Athlete*** – An individual who is an Athlete Participant in the AAWA who is subject to the policies of the AAWA
 - b) ***Criminal Record Check (CRC)*** – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
 - c) ***Enhanced Police Information Check (E-PIC)*** – a Criminal Record Check plus a search of Local Police Information, available from Sterling Backcheck
 - d) ***Local Police Information (LPI)*** – Additional conviction and selected non-conviction information in national and local police data sources which may be relevant to the position sought
 - e) ***Minor*** – as defined in the *Code of Conduct and Ethics*
 - f) ***Participants*** – Refers to all categories of individual members and/or registrants defined in the By-laws of the AAWA who are subject to the policies of the AAWA, as well as all people employed by, contracted by, or engaged in activities with, the AAWA including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers
 - g) ***Vulnerable Sector Check (VSC)*** – A detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, Local Police Information, and the Pardoned Sex Offender database

Preamble

2. The AAWA 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 sport community.

Application of this Policy

3. This Policy applies to all individuals whose position with the AAWA is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Participants.
4. Not all individuals associated with the AAWA will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to the AAWA or Participants. The AAWA will determine which individuals will be subject to screening using the following guidelines (the AAWA may vary the guidelines at their discretion):

Level 1 – Low Risk - Participants involved in low-risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Participants. Examples:

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

Level 2 – Medium Risk – Participants involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to Vulnerable Participants. Examples:

- a) Athlete support personnel
- b) Non-coach employees or managers
- c) Directors
- d) Coaches who are typically under the supervision of another coach
- e) Officials

Level 3 – High Risk – Participants involved in high-risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with finances, and who have frequent or unsupervised access to Vulnerable Participants. Examples:

- a) Full time coaches
- b) Coaches who travel with Athletes
- c) Coaches who could be alone with Athletes

Screening Committee

5. The implementation of this policy is the responsibility of the Screening Committee which is a committee composed of either one (1) or three (3) members. The AAWA will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately screen documents and render decisions under this Policy.
6. The Screening Committee is responsible for reviewing all documents submitted and, based on the review, making decisions regarding the appropriateness of individuals filling positions within the AAWA. 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.
7. Nothing in this Policy restricts or limits the Screening Committee from requesting that the individual attend an interview with the Screening Committee if the Screening Committee considers that an interview is appropriate and necessary to screen the individual's application.
8. Nothing in this Policy restricts or limits the Screening Committee from requesting the individual's authorization to contact any professional, sporting or other organization in order to assess the individual's suitability for the position that they are seeking.
9. Nothing in this Policy restricts or limits the Screening Committee from requesting further information from the individual on more than one occasion, subject to the individual's right to insist that the Screening Committee make a decision on the basis of the information before it.

10. The Screening Committee may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.
11. When assessing an individual's screening application, the Screening Committee shall determine whether there is reason to believe that the individual may pose a risk to the AAWA or to another individual.
12. An individual having been previously penalized for a prior offence shall not prevent the Screening Committee from considering that offence as part of the individual's screening application.
13. If the Screening Committee determines on the basis of the individual's screening application, in addition to any further material received by it, that the individual does not pose a risk to the members of the AAWA, the Screening Committee shall approve the individual's application, subject to the Screening Committee's right to impose conditions.
14. In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall be provided to the applicant and to the Board of Directors of the AAWA, which may disseminate the decision as they see fit in order to best fulfil the mandate of the AAWA.
15. A Participant whose screening application has been denied or revoked may not re-apply to participate in the programs or activities of the AAWA for two (2) years from the date the rejected application was made.

Screening Requirements

16. It is the policy of the AAWA that when an individual is first engaged by the organization:
 - a) Level 1 individuals will:
 - i. If a Disclosure must be made, Complete a Screening Disclosure Form and submit to the AAWA office (**Appendix C**)
 - ii. Participate in training, orientation, and monitoring as described in the Screening Requirements Matrix (**Appendix A**)
 - b) Level 2 individuals will:
 - i. If a Disclosure must be made, Complete a Screening Disclosure Form and submit to the AAWA office (**Appendix C**)
 - ii. Complete and provide an E-PIC or VSC
 - iii. Participate in training, orientation, and monitoring as described in the Screening Requirements Matrix (**Appendix A**)
 - iv. Provide a driver's abstract, if requested
 - c) Level 3 individuals will:
 - i. If a Disclosure must be made, Complete a Screening Disclosure Form and submit to the AAWA office (**Appendix C**)
 - ii. Complete and provide an E-PIC or VSC
 - iii. Participate in training, orientation, and monitoring as described in the Screening Requirements Matrix (**Appendix A**)
 - iv. Provide a driver's abstract, if requested

- d) If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to the AAWA. Additionally, the individual will inform the organization of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
- e) If the AAWA learns that an individual has provided false, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with the *Discipline and Complaints Policy*.

Minors

- 17. For the purposes of this Policy, the AAWA defines a Minor as someone who is younger than 18 years old. When screening Minors, the AAWA will not require the Minor to obtain a VSC or E-PIC.
- 18. Notwithstanding the above, the AAWA may ask a Minor to obtain a VSC or E-PIC if the organization suspects the Minor 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 Minor's *youth record*. The AAWA understands that they may not request to see a Minor's youth record.

Renewal

- 19. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit an E-PIC are required to submit the documents every three years
- 20. At any time, including after either the submission of an individual's application or its approval (with or without conditions), the Screening Committee may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of the AAWA, could affect the assessment of the individual's suitability for participation in the programs or activities of the AAWA, or the individual's interactions with other individuals involved with the AAWA.

Orientation, Training, and Monitoring

- 21. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at the discretion of the AAWA.
- 22. Orientation may include, but is not limited to: introductory presentations, facility tours, equipment demonstrations, parent/Athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.
- 23. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
- 24. Monitoring may include but is not limited to: written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

How to Obtain an E-PIC or VSC

- 25. An E-PIC may be obtained online via email invitation from the AAWA office

26. Participants may only obtain a VSC 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 may also be required.
27. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
28. The AAWA understands that they may be required to assist an individual with obtaining a VSC. A Request for VSC (**Appendix E**) may need to be submitted or other documentation may need to be completed that describes the nature of the organization and the individual's role with Vulnerable Participants.

Procedure

29. Screening documents must be submitted to the Screening Committee.
30. An individual who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.
31. The AAWA understands that there may be delays in receiving the results of an E-PIC or a VSC. At the discretion of the AAWA, an individual may be permitted to participate in the role during the delay. This permission may be withdrawn at any time and for any reason.
32. The AAWA recognizes that different information will be available depending on the type of screening document that the individual has submitted. For example, an E-PIC may show details of a specific offense, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The Screening Committee will use its expertise and discretion when making decisions based on the screening documents that have been submitted.
33. Following the review of the screening documents, the Screening Committee will decide:
 - a) The individual has passed screening and may participate in the desired position;
 - b) The individual has passed screening and may participate in the desired position with conditions;
 - c) The individual has not passed screening and may not participate in the desired position; or
 - d) More information is required from the individual.
34. In making its decision, the Screening Committee will consider the type of offense, date of offense, and relevance of the offense to the position sought.
35. The Screening Committee should decide that an individual has not passed screening if the screening documentation reveals any of the following:
 - a) If imposed in the last three years:
 - i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving
 - ii. Any offense of assault, physical or psychological violence
 - iii. Any offense involving trafficking or possession of illegal drugs
 - iv. Any offense involving conduct against public morals

- v. Any offense involving theft or fraud
- b) If imposed at any time:
 - i. Any offense involving a Minor or Minors
 - ii. Any offense involving the possession, distribution, or sale of any child-related pornography
 - iii. Any sexual offense

Conditions and Monitoring

36. The Screening Committee may determine that incidents revealed on an individual's screening documents may allow the individual to pass the screening process and participate in a desired position with *conditions* imposed. The Screening Committee shall have the sole and unfettered discretion to apply and remove conditions, determine the length of time for the imposition of conditions, and determine the means by which adherence to conditions may be monitored.

Records

37. All records will be maintained in a confidential manner by the Executive Director and will not be disclosed to others except as required by law, for use in legal, quasi-legal, or disciplinary proceedings.
38. The records kept as part of the screening process include but are not limited to:
- a) An individual's Vulnerable Sector Check
 - b) An individual's E-PIC (for a period of three years)
 - c) An individual's Screening Disclosure Form (for a period of three years)
 - d) Records of any conditions attached to an individual's registration by the Screening Committee
 - e) Records of any discipline applied to any individual by the AAWA or by another sport organization