**SCREENING POLICY**

Adopted by BCC Board: February 2019; Reviewed by BCC Board: February 2023

The Barrie Cycling Club (BCC) 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 BCC 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 Barrie 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 BCC or to its participants.

The BCC 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 BCC Board of Directors):

**POLICY**

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

**Level One (Low Risk)**

Members in positions holding the following responsibilities:

• Supervisory role involving directing others

May need to obtain a:

• Screening Disclosure Form.

Examples include Ride Leaders.

**Level Two (Medium Risk)**

Members in positions holding the following responsibilities:

• Supervisory role involving directing others;

* Involved in financial/cash management; and
* Limited access to minors or people with a disability

May need to obtain a:

• Criminal Record Check (every 3 years);

* Screening Disclosure Form.

Examples include President, Vice President, and Treasurer.

**Level Three (High Risk) \*\*\* Not applicable at this time \*\*\***

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);

• Screening Disclosure Form; and

• Provide one letter of reference related to the position sought. (Only required of program leaders, i.e.

youth programs)

Examples include youth program leaders who could be alone with minors or people with a disability, etc.

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 required to provide a reference check, above, subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to the BCC 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 Barrie 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 Leader Coordinator for a volunteer letter to ensure you receive the fully discounted price.

The screening requirements defined in this policy will be submitted to the BCC in an envelope marked: “Confidential” “Attention: 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 BCC Board for a length of 3 years.

**CRIMINAL CONVICTIONS**

A Member’s conviction for any of the following Criminal Code offenses may result in expulsion from the Club and/or removal from designated positions, competitions, programs, activities and events upon the sole discretion of the BCC:

• 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 Barrie Cycling Club’s Screening Policy is intended to ensure safe and positive interactions through brevity and plain language.**