



**Sudbury Cycling Club
Screening Policy**

“Organization” refers to Sudbury Cycling Club (SCC). Last Reviewed March 2023

Definitions

1. The following terms have these meanings in this Policy:

- a) “Criminal Record Check (CRC)” – A search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record
- b) “Individual” – Those engaged in activities with the SCC including, but not limited to Riders and those serving on the Board of Directors of the SCC. This does not include 3rd party individuals who the SCC contacts for booking services or events, staff where the SCC holds events, etc.
- c) “Directors” – Those Individuals who were voted on or volunteered to be on the Board of Directors for the current calendar year

Preamble

2. The SCC understands that screening 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.

Application of this Policy

3. This Policy applies to all the individuals whose position with the SCC is one of trust or authority, which may relate to, at a minimum, finances and supervision. Those individuals include the following:

- a) Directors with financial signing authority under the SCC’s bylaws, namely President, Vice President, Secretary, and Treasurer.
- b) Directors with access to Individuals personal information, namely President, and Membership Chair.

Policy

- 3. The positions noted above will be required to complete and provide a CRC prior to the first February 1st of their 2-year term
- 4. Failure to participate in the screening process as outlined in this policy will result in the individual's ineligibility for the position sought.
- 5. If a person referenced in section 4 subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to the SCC.

Screening Committee

6. The implementation of this policy is the responsibility of the remaining members of the SCC’s Board of Directors, whom shall make up the Screening Committee. Those members are responsible for reviewing all CRCs and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions within the SCC. 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.

How to Obtain a Criminal Record Check

7. A CRC must be obtained from the residents’ local police station. Fees may also be required and will be reimbursed by the SCC upon the submission of a legitimate receipt and volunteer expense form.

Procedure

8. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals

are required to submit a CRC as per item 4 of this policy

9. The Screening requirements defined in this policy will be submitted to the SCC in an envelope marked "Confidential", for review at the 1st Board Meeting after submission. Applications may also be reviewed by the Screening Committee through email conversation.

10. Individuals who do not undertake the screening requirements required by this policy will receive a notice to that effect and will be informed that they are ineligible for their position until such time as the screening requirements are followed.

11. Following the review of documents for offenses, the Screening Committee will decide whether the individual is suitable for the position or not.

Offenses

12. Provided a pardon has not been granted, any offense found in the CRC automatically disqualifies the individual from the position applied for. In the case of Directors, the individual may still occupy a seat on the Board of Directors, but not as President, Vice President, Secretary, Treasurer, Membership Coordinator, and Communications Director for the remainder of the Board's term.

Records

13. 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.

14. The records kept by the SCC as part of the screening process include but are not limited to:

- a) An individual's Criminal Record Check (for a period of two years)
- b) Records of any discipline applied to any individual by the SCC or by Ontario Cycling