



CANADIAN SWIMMING COACHES ASSOCIATION SCREENING POLICY

Definitions

1. These terms will have these meanings in this policy:
 - a. “CSCA” – Canadian Swimming Coaches Association.
 - b. “Individual” – Any person who is a member as defined in the CSCA Bylaws or applying for membership within the CSCA.
 - c. “PRC” – Police Criminal Records Check.
 - d. “VSC” – Vulnerable Sector Check.

Preamble

2. Screening of Individuals is an important part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the community.

Purpose

3. The purpose of screening is to identify Individuals who may pose a risk to the CSCA and those that they coach and/or teach.

Executive Director and Screening Committee

4. The implementation of this Policy is the responsibility of the Executive Director and the Screening Committee. The Screening Committee will be persons appointed by, and at the sole discretion of, the Executive Director of the CSCA.
5. The Executive Director is responsible for assisting the Screening Committee, receiving all submitted Registration and Screening Disclosure Forms and all requested PRCs and VSCs.

Obligations

6. All Individuals will be required to undergo screening at a minimum through a Registration and Screening Disclosure Form. Upon the request of the Screening Committee, a Police Records Check (“PRC”) and Vulnerable Sector Check (“VSC”) will be required within the province, state or country as determined by the Screening Committee.
7. Failure or refusal to participate in the screening process as outlined in this Policy will result in automatic ineligibility for membership, suspension or termination of membership within the CSCA, as determined by the Screening Committee.
8. All Individuals will:
 - a. Complete the Registration and Screening Disclosure Form when applying for Membership with the CSCA on an annual basis, and at any other time as requested by the CSCA.
 - b. Provide a PRC, VSC and any other information as requested by the CSCA.
 - c. Immediately inform the CSCA of any changes in their circumstances that would alter their original responses to the Registration and Screening Disclosure Form (*i.e., if an Individual receives a conviction for, or is found guilty of, an offence, or if they receive a disciplinary sanction relating to coaching, they will report this circumstance immediately to the CSCA*).
9. At the sole discretion of the Screening Committee, in the instance of an Individual providing falsified or misleading information, the Screening Committee may immediately implement conditions, suspend or terminate that Individual from membership within the CSCA and the Individual may be subject to further sanctions pursuant to CSCA’s *Discipline Policy*.

Procedure

10. Every Individual seeking membership within CSCA will submit the Registration and Screening Disclosure Form at time of application, re-application and/or as requested by the CSCA. Further, the Screening Committee may request that an Individual provide PRCs, VSCs, or other screening documents for review and consideration at any time.
11. 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 will not proceed until such time as the screening requirements are followed. If an individual does not undertake the screening requirements by the date determined by the Executive Director or the Screening Committee, the application will be dismissed.
12. If an Individual's documents do not reveal a positive response ("yes") or the possibility of a relevant offence; the Executive Director will grant the Individual CSCA membership.
13. In the event that a Screening Disclosure Form discloses a positive response ("yes") or the possibility of an offence, the following will occur:
 - a. The Screening Committee, or their designate, may initiate a telephone or electronic conversation with the Individual with respect to a positive response for clarification, information and fact finding.
 - b. Documentation may be requested, as determined by the Screening Committee, from the Individual describing the positive response and any additional information the Individual wishes the Screening Committee to consider.
 - c. Documentation may be requested, as determined by the Screening Committee, from the Individual outlining any community service or other initiatives the Individual is or was involved, for example: school/teenage educations programs, volunteer work, courses, etc.
 - d. Documentation may be requested, as determined by the Screening Committee, from the Individual's employer confirming that they are aware of any positive response, relevant offence or historical charges.
 - e. The Screening Committee may request the Individual submit a PRC and VSC, from any and all jurisdictions as stipulated by the Screening Committee, at their own expense.
 - f. The Individual will be informed by the Screening Committee, or their designate, that their application will not proceed until such time as the required documents are received.
14. The Screening Committee will receive and review all relevant and requested documents and information.
15. In the event that a Screening Disclosure Form discloses a positive response ("yes") or the possibility of an offence, the Screening Committee, by majority vote, will:
 - a. Approve an Individual's membership within the CSCA; or
 - b. Approve an Individual's membership within the CSCA subject to terms and conditions as deemed appropriate; or
 - c. Suspend the Individual's membership within the CSCA; or
 - d. Deny an Individual's membership within the CSCA.
16. Subject to the review of the documents and information, the Screening Committee, by majority vote, will:
 - a. Approve an Individual's membership within the CSCA; or
 - b. Approve an Individual's membership within the CSCA subject to terms and conditions as deemed appropriate; or
 - c. Deny an Individual's membership within the CSCA; or
 - d. Deny an Individuals' membership within the CSCA and prohibit the Individual from re-applying for membership for a determined period of time or indefinitely; or
 - e. Terminate and expel the Individual's membership within the CSCA for a determined period of time or indefinitely.
17. Where the Screening Committee denies an Individual's membership or approves an Individual's membership subject to terms and conditions, the reasons for such decision will be provided, in writing, to the Individual.

18. The decision of the Screening Committee is final and binding and will be effective immediately.
19. 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.

Records

20. The CSCA will return all copies of PRCs and/or VSCs to the individual or destroy such documents, but will retain written records of communication with Individuals whose Screening Disclosure Form, PRCs, or VSCs indicate a relevant offence, as well as copies of its decisions and written reasons for decisions. 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.
21. Any information relating to a Screening Disclosure Form, PRC or VSC, or decision rendered under this Policy will be disclosed to any third party deemed appropriate by the CSCA, including but not limited to, FINA, national sport governing bodies inside and outside of Canada, Aquatics Canada, Swimming Canada, provincial and territorial bodies within Canada governing swimming, and any other international or Canadian body that govern sport, the sport of swimming and/or the coaching profession.

Appeals

22. Decisions made under this policy are final and binding and are NOT appealable under the CSCA Appeal Policy.

Review and Approval

23. This Policy was approved by the Board of Directors of the CSCA on May 28, 2020



In order to actively coach in Canada, all CSCA members working with affiliated Swimming Canada swimmers or programs must also register with Swimming Canada and their jurisdictional Provincial Sport Organization.

Last Name:	First Name:
Middle Name:	Other Names Used:
Street:	City:
Province:	Postal Code:
Date of Birth:	Gender:
Club:	Email Address:

Note: Failure to disclose a conviction/sanction, even if a pardon has been granted, may be considered an intentional omission and subject to failure of screening requirements as required by the CSCA's Screening Policy.

1. **Have you ever been convicted of a crime or subject to a peace bond?** Yes _____ No _____ If yes, please describe below for each conviction and you may be required to provide a copy of the conviction / peace bond:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

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2. **Are criminal charges or any other sanctions, including those from a sport body, tribunal or government agency, currently pending or threatened against you?** Yes _____ No _____ If yes, please explain for each pending charge:

Name or Type of Offense/Charge: _____

Name and Jurisdiction of proceeding: _____

Further Explanation: _____

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3. **Have you ever been subject to a lawsuit (Civil Action or Claim) (i.e. finding, judgement, ruling, out of court settlement, etc.) relevant to the profession of coaching or sport including but not limited to all forms of assault (physical or psychological), fraud, child pornography, sexual offences, harassment or the trafficking of illegal drugs,?** Yes _____ No _____ If yes, please describe each finding, judgment or ruling below and you may be required to provide a copy

Court Finding: _____ Out of Court Settlement: _____

Type of Offense or Finding: _____

Year of Offense or Settlement: _____

Further Explanation: _____

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4. **Have you ever been subject to a settlement agreement, plea bargain, charges stayed, etc. relevant to the profession of coaching or sport including but not limited to all forms of assault (physical or psychological), fraud, child pornography, sexual offences, harassment or the trafficking of illegal drugs?**

Yes _____ No _____ If yes, please describe each outcome and you may be required to provide a copy

Court Finding: _____ Out of Court Settlement: _____

Type of Offense or Finding: _____

Year of Offense or Settlement: _____

Further Explanation: _____

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

Yes _____ No _____ If yes, please describe below:

Name of applicable Organization: _____

Date of Dismissal: _____

Reason for Dismissal: _____

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6. **Have you ever been disciplined or sanctioned by FINA, by a National sport governing body outside Canada, by Swimming Canada, by a PSO, or by any other body that governs sport or the coaching profession?**

Yes _____ No _____ If yes, please describe below and you may be required to provide a copy:

Name of applicable 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.) or banned from an aquatic facility?**

Yes _____ No _____ If yes, please describe below and you may be required to provide a copy:

Name or Type of Offense: _____

Name and Independent Body: _____

Date of Sanction: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

For more information please attach additional page(s) as necessary.

Certification

I hereby certify that the information contained in this application is accurately, correctly, truly and completely represented. By completing and submitting this membership application I agree to abide by the CSCA's Bylaws and policies as they relate to membership, and to be governed by the CSCA Code of Professional Conduct and Disciplinary Procedures.

I further certify that I will immediately inform the CSCA of any changes in circumstances that would alter my original responses to the Registration and Screening Disclosure Form. Failure to do so may result in termination of membership.

Signature: _____

Date: _____

Please return form to the CSCA:

Email: chris@CSCA.org

Mail: 358 – 2242 Kingsway Vancouver BC V5N 5X6

- ***In order to actively coach in Canada, a CSCA member must be registered with Swimming Canada and their jurisdictional PSO. In order to facilitate full compliance, the CSCA membership database will be shared with Swimming Canada to ensure each CSCA member actively coaching within Canada has been duly registered with both organizations. Your completion of this Registration and Screening Disclosure Form implies and confirms your consent to such disclosure.***
- ***Privacy Statement: By completing and submitting this Registration and Screening Disclosure Form, the member candidate consents and authorizes the CSCA to collect, use and disclose his or her personal information, including all information provided in the Registration and Screening Disclosure Form, for the purposes of screening membership, implementation of the CSCA Screening Policy, administering membership services and communicating with other organizations in Canada and internationally, including Swimming Canada, National Sport Organizations, Provincial Sport Organizations, Sport Clubs, and other organizations involved in the governance of the sport of swimming or the profession of coaching. CSCA does not distribute personal information for commercial purposes. For more information on CSCA's Privacy Policy, please contact the CSCA's Privacy Officer.***

By signing below I agree to have read and agree to the Privacy statement and that all information provided is accurate.

Signature: _____

Date: _____