



# NUNAVUT SPEED SKATING ASSOCIATION

## Screening

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### PURPOSE

1. The purpose of this Screening Policy is to ensure a safe and positive environment within the Nunavut Speed Skating Association programs, activities and events.
2. Nunavut Speed Skating Association's commitment to a screening program ensures that all programs offered by this organization provide the highest level of safety for its members, particularly those identified as vulnerable. NSSA recognizes that it has a moral and legal obligation to appropriately screen volunteers and staff. Screening is legally required under the principle of "Duty of Care". To fulfill this Duty of Care, NSSA will take reasonable steps to protect the safety, dignity and rights of the participants in our programs, the staff of our organization, the community at large, and the organization itself.
3. Conduct that violates this Screening Policy may be subject to sanctions pursuant to this Policy, and may be further dealt with under Nunavut Speed Skating Association's Discipline and Complaints Policy.

### FIELD OF APPLICATION

4. This policy covers all individuals who volunteer and work with NSSA, including but not limited to event volunteers, directors of the board, staff, committee chairpersons and members, administrators.

### DEFINITIONS

5. The following terms have these meanings in this Policy:
  - a. *"Nunavut Speed Skating Association Delegate"* – A person in a responsible Nunavut Speed Skating Association volunteer position, of the age of majority, or staff position within Nunavut Speed Skating Association.
  - b. *"Nunavut Speed Skating Association Member"* - All categories of membership within Nunavut Speed Skating Association, as well as all individuals employed by or engaged in activities with Nunavut Speed Skating Association, including but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, medical personnel, administrators, spectators, parents of Nunavut Speed Skating Association members and employees.

### ACRONYMS

6. The following acronyms mean:
  - a. CRC – Criminal Record Check
  - b. VSS – Vulnerable Sector Screening

### POLICY STATEMENT



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7. The Nunavut Speed Skating Association supports screening for all positions within our organization. Due to the positions of trust that are inherent in the provision of active, high quality programs and services, all volunteers including those who are already working with NSSA shall be required to undergo a screening process based on the duties assigned by the organization.
8. Not all personnel affiliated with Nunavut Speed Skating Association will be required to undergo screening through a Criminal Records Check ("CRC"), as not all positions pose a risk of harm to Nunavut Speed Skating Association or its members.
9. Persons who will be subject to screening through a CRC are those who work closely with minor athletes, athletes with a disability and who occupy positions of trust and authority within Nunavut Speed Skating Association programs. Such 'designated positions' include:
  - a. All individuals in paid staff positions;
  - b. All persons associated with territorial teams;
  - c. All persons affiliated with the delivery of developmental camps and/or clinics;
  - d. Any staff person, board member or volunteer appointed to accompany a Nunavut Speed Skating Association team to an event.
  - e. All persons affiliated with the financial aspect of the organization.

#### PROVISIONS

10. Nunavut Speed Skating Association will enforce this Screening Policy and members of NSSA who do not meet these standards of behaviour will be subject to the penalties or sanctions identified within the Policy.

#### SCOPE AND APPLICATION

11. This policy covers all individuals who volunteer at NSSA, including but not limited to event volunteers, directors of the board, staff, committee chairpersons and members and administrators.

#### SCREENING COMMITTEE

12. The implementation of this policy is the responsibility of the Board of Directors of Nunavut Speed Skating Association. The Executive Committee of NSSA will ensure that the members appointed to the Board of Directors possess the requisite skills, knowledge and abilities to accurately assess CRCs and VSSs and render decisions under this Policy. Quorum for the Screening Committee will be three Board of Directors members.
13. The Executive Committee may, in its sole discretion, remove any Board of Directors from the Screening Committee, if it is perceived to have a conflict of interest.
14. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Executive Committee and Board of Directors of NSSA.
15. The Screening Committee is responsible for receiving and reviewing all CRCs, VSSs and Screening Disclosure s and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions in designated categories within NSSA programs. 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.



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### PROCEDURE

16. Each person subject to this policy will obtain and submit, at their own cost, a CRC and VSS from their local Police Service.
17. The CRC and VSS will be submitted to the Screening Committee, c/o NSSA at its head office in an envelope marked "Confidential".
18. Individuals who do not submit a CRC and VSS will receive a notice to this effect and will be informed that their application will not proceed until such time as the CRC and VSS is received.
19. The Screening Committee will receive and review all CRCs and VSSs, received and determine whether the individual's CRC and VSS reveal a relevant offence.
20. Subsequent to its' review of a CRC and VSS, the Screening Committee, by majority vote, will:
  - a. Approve an individual's participation in a designated category; or
  - b. Deny an individual's participation in a designated category; or
  - c. Approve an individual's participation in a designated category subject to terms and conditions as the Screening Committee deems appropriate.
21. If an individual's CRC or VSS does not reveal a relevant offence; the Screening Committee will notify the NSSA Executive Committee that the individual is eligible for the volunteer or staff position. After providing notice, the Screening Committee will return or destroy the original CRC and VSS Document
22. If an individual's CRC or VSS reveals a relevant offence; the Screening Committee will render its decision and provide notice of its decision in accordance to paragraphs 15. After providing notice, the Screening Committee will return or destroy the original CRC or VSS Document.
23. Where the Screening Committee denies an individual's participation in a designated category or approves an individual's participation in a designated category subject to terms and conditions, the reasons for such decision will be provided, in writing, to the designated member, and a copy of this decision will be provided to the Executive Committee of NSSA.
24. The decisions of the Screening Committee are final and binding and will be effective upon notice being sent to the individual by e-mail to his/her last known email address on record with NSSA.
25. Nothing in this policy will prevent an individual from re-applying for a staff or volunteer position with NSSA at some point in the future, and submitting a new CRC and VSS.
26. CRCs and VSSs are valid for a period of two years and Screening Disclosure s must be completed on an annual basis. Notwithstanding, the Screening Committee may request



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that a staff person or volunteer in a designated category provide a CRC or VSS to the Screening Committee for review and consideration. Such request will be in writing and will provide the reasons for such a request.

27. For the purposes of this Policy, a relevant offence" is any of the following offences for which pardons have not been granted:
- a. If imposed in the last five years:
    - i. Any offence involving the use of a motor vehicle, including but not limited to impaired driving; or
    - ii. Any violation for trafficking and/or possession of drugs and/or narcotics.
    - iii. Any offence involving conduct against public morals;
  - b. If imposed in the last ten years:
    - i. Any crime of violence including but not limited to, all s of assault; or
    - ii. Any offence involving a minor or minors.
  - c. If imposed at any time:
    - i. Any offence involving the possession, distribution, or sale of any child-related pornography;
    - ii. Any sexual offence involving a minor or minors; or
    - iii. Any offence involving theft or fraud.

#### RECORDS

28. The Screening Committee will retain no copies of CRCs and VSSs s, but may retain written records of communication and with individuals whose CRCs or VSSs s 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.

#### REVIEW AND APPROVAL

The Nunavut Speed Skating Association Board of Directors and Executive Director shall review this policy on an annual basis.

This policy was approved by the Nunavut Speed Skating Association Board of Directors in September of 2017