

Screening Policy

2026–2027

Policy Statement:

Screening of personnel and volunteers is an important part of providing a safe, respectful environment and has become a common practice among sport organizations which deliver programs and services to youth.

Applicability:

Mississauga Skating Club (MSC) employees, volunteers, contractors and other stakeholders may be screened via this policy as determined by the risk level associated with the nature of their particular role which may relate to, at a minimum, finances or supervision of vulnerable persons.

Volunteers at Skate Ontario events/competitions will follow the 'Skate Ontario Screening Policy – Volunteers and Officials' for various positions.

All Coaches over the age of 18 in Ontario are subject to screening as per the Skate Canada Coach Registration Policy in order to coach in any Skate Canada Club or Skating School and to be accredited for events in the province of Ontario.

All Officials such as judges, referees, evaluators, technical and data specialists are subject to screening as determined by the Skate Canada screening requirements in order to officiate at an Assessment or Simulation Day or any Competition held in the province of Ontario.

Definitions:

Vulnerable person:

A person under the age of 18 years old and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority.

Criminal Record Check (CRC):

A search of the Canadian Police information Centre (CPIC) database which includes police information, court decisions and applicable adult criminal convictions held within the RCMP National Repository of Criminal Record.

Enhanced Police Information Check (E-PIC):

This level of background check includes: charges, warrants, peace bonds, prohibition orders, release conditions, probation orders, and recent convictions not registered in the National Repository.

Guidelines:

- Screening standards will be based on position description.
- The recruitment process for designated positions may involve:
 - Filling out an application form for the position
 - Interviewing for the position
 - Checking references that may be specific to working with children or youth
- Submitting a valid background check that must show a status of 'clear' which is valid for three years.
- If an individual in a role designated for screening at any time is charged, receives a conviction for, or is found guilty of, an offence, they will report this circumstance immediately to the President and the screening procedure will be followed.
- If an individual has provided false or inaccurate information, the individual will be removed from their position and may be subject to further discipline.
- At any time and at the discretion of the President and/or the Board of Directors, employees and/or volunteers may be asked to provide a current and satisfactory screening check.
- The MSC employee, Coach or Director that is chairing or supervising a Skate Ontario event or Skate Canada program is responsible for ensuring that the necessary screening has been completed for the individuals assigned to that event or program.
- 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 or disciplinary proceedings.
- An individual who is determined to require screening and does not comply will be ineligible for their designated position.

Risk Level Assessment:

- Positions will be assessed as follows:
 - Low risk:
 - Activity not primarily associated with vulnerable persons
 - Contact with vulnerable persons occurs in a public setting with other adults present
 - No physical contact with vulnerable persons
 - No position of trust or authority over vulnerable persons
 - No access to personal or confidential information from individuals associated with MSC
 - No access to sensitive or confidential organizational information
 - Not involved with finances or cash over \$500

Examples: Parents, youth or volunteers who are helping on an informal basis

- Medium – High Risk:
 - Access to sensitive personal or club confidential information
 - Access to financial records, money/cash and credit or debit cards
- Examples:* Board of Directors, Committee Members, employees
- Frequent contact with vulnerable persons while no other adults present/unsupervised access
 - Individuals in positions of trust or authority over vulnerable persons
 - Operating a motor vehicle transporting vulnerable persons associated with MSC

Examples: coaches, some volunteer positions (see Skate Ontario Screening Policy – Volunteers and Officials)



Screening Requirements:

- Low Risk: Those positions, with low risk of harm to MSC or skaters, which are not in a directing, supervisory role with unsupervised access to vulnerable individuals or are not involved with finances, are exempt from screening.
- Medium-High Risk: Provide an Enhanced Police Information Check (E-PIC) every 3 years to MSC

Completed screening documents must be submitted to president@mississaugafsc.com

Attention: Screening when received with a 'clear' status for filing.

Conditions:

An individual who fails or refuses to provide the required screening document will be ineligible to volunteer or apply for the position sought and will be so informed.

While there may be a delay in receiving the results of a screen, MSC at its discretion, may permit an individual to participate in the role during the delay however permission may be withdrawn at any time for any reason.

All records will be maintained in a confidential manner and will not be disclosed to others except if required by law, or for use in disciplinary proceedings. All records will be disposed of in a secure manner when no longer required.