



TAEKWONDO CANADA

Policy

Screening

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Revision History

Approved/Reviewed/ Revised/Rescinded	Date	Comments

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DEFINITIONS

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

a) **Association**– Taekwondo Canada

b) **Individuals** – All categories of membership defined in the Association’s Bylaws, as well as all individuals employed by, or engaged in activities with, the Association including, but not limited to, athletes, coaches, supervisors, referees, other officials, volunteers, directors, committee members, officers, team managers, medical and paramedical personnel, administrators, independent contractors and employees of the Association

c) **Police Record Check** – A search of the RCMP’s Canadian Police Information Centre (CPIC) criminal records database or use of the Sterling Backcheck services to determine whether the individual has a criminal record (PRC).

d) **Vulnerable Sector Check** – A secondary part of the Police Record Check, for individuals who are volunteering in a vulnerable sector (such as with minor athletes or with persons with a disability), which also searches for the existence of any pardoned sex offenses and/or charges (VS)

PREAMBLE

2. The Association understands that the screening of identified Individuals 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 individuals, identified by the Association, whose position with the Association is one of trust or authority which may relate to, at a minimum, finances, supervision, young people, or people with a disability.

4. Not all Individuals associated with the Association will be required to undergo screening through this Policy because not all positions pose a risk of harm to the Association or to its participants. The Association, at a minimum, has determined the following Individuals are subject to screening in accordance with this Policy (Additional positions can be added at the discretion of the Board of Directors):

a) Directors

b) All staff and contractors

c) National team coaches and travelling staff

d) Referees and/or Officials

e) Any other Members including all Taekwondo Canada Committee members, as identified by the association

POLICY

5. It is the Association's policy that:

a) Individuals listed in Section 4 will be screened using Sterling Backcheck if applicable, through membership with Coaching Association of Canada (CAC);

OR

b) By providing a copy of a PRC-VS check to Taekwondo Canada which will be destroyed within 14 days of receipt.

c) Failure to participate in the screening process as outlined in this policy will result in the Individual's ineligibility for the position sought.

d) If an Individual subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Association.

e) If an Individual provides falsified or misleading information, the Individual will immediately be removed from their Association position and may be subject to further discipline in accordance with the Association's Discipline and Complaints Policy.

6. The implementation of this policy is the responsibility of the Association's Staff and Nominations and Governance Committee

PROCEDURE

7. The Screening requirements defined in this policy will be submitted to the Association.

8. 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 and/or position will not proceed until such time as the screening requirements and this Policy are adhered to.

9. The Association's designated Staff Member will be responsible for receiving and reviewing all submitted documentation. The Nominations and Governance Committee will be engaged, and review all submitted documents which trigger a positive response and subsequent to its' review, the Nominations and Governance Committee, by majority vote, will:

a) Approve an Individual's position;

OR

b) Deny an Individual's position;

OR

c) Approve an individual's position subject to terms and conditions as they see fit

10. The Nominations and Governance Committee will render its decision and provide notice of its decision to the Individual and the Association. After providing notice, the Nominations and Governance Committee will return or destroy the documents and PRC-VSs, unless requested by the Individual to be returned.

11. Screening Disclosure Forms and PRC-VSs are valid for a period of three years. However, the Staff or Nominations and Governance Committee or the Association may request that an Individual provide a PRC-VS or a Screening Disclosure Form for review and consideration at any time. Such request will be in writing.

RECORDS

12. All records will be managed 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. Cost associated with criminal records check will be borne by the individual.

CRIMINAL CONVICTIONS

13. An individual's conviction for any of the types offenses below will result in expulsion from the Association and/or removal from any designated position, competition, program, activity or event upon the sole discretion of the Association:

- a) Any offense of physical or psychological violence, or which caused bodily harm to another
- b) Any crime of violence including but not limited to, all forms of assault
- c) Any offense involving trafficking of illegal drugs
- d) Any offense involving the possession, distribution, or sale of any child-related pornography
- e) Any sexual offense
- f) Any offense involving theft or fraud
- g) Any conduct involving conduct against public morals
- h) Any offense involving the use of a motor vehicle, including but not limited to impaired driving
- i) Any illegal conduct involving a minor or minors