



TAEKWONDO CANADA

Policy

Screening

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Revision History

Approved/Reviewed/ Revised/Rescinded	Date	Comments
Revised and Approved	July 5, 2026	Harmonization of defined terms with other Taekwondo Canada policies; updated screening application and decision-making process; relevant application forms included as appendices

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DEFINITIONS

1. All capitalized terms will have the meanings set out in the Taekwondo Canada *Definitions Policy*. In addition, the following terms have these meanings in this Policy:
 - a) **Criminal Record Check (CRC)** – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions. For the purposes of this Policy, a CRC completed using the services of Triton Canada is deemed equivalent. Taekwondo Canada may use other recognized CRC providers to conduct CRCs and to obtain equivalent information.
 - b) **Vulnerable Sector Check (VSC)** – A detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, local police information, and the Pardoned Sex Offender database.

PREAMBLE

2. Taekwondo Canada understands that the screening of identified personnel and 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 individuals, identified by Taekwondo Canada, whose position with Taekwondo Canada is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Participants.
4. Not all individuals associated with Taekwondo Canada will be required to obtain a CRC or submit screening documents. Individuals will be subject to the screening requirements described in the Screening Requirements Matrix at **Appendix A** to this Policy and shall be required to comply with the screening application requirements detailed therein.

POLICY

5. The implementation of this Policy is the responsibility of a designated impartial staff member (referred to hereafter as the “Screening Delegate”). The Screening Delegate will possess the requisite skills, knowledge, and ability to receive and accurately assess screening documents and to render decisions under this Policy.
6. The Screening Delegate will carry out their duties in accordance with the terms of this Policy.
7. The Screening Delegate is responsible for reviewing all documents submitted with a screening application and for making decisions regarding the appropriateness of the related individual filling a position within Taekwondo Canada. In carrying out their duties, the Screening Delegate may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.
8. All individuals must comply with the screening requirements detailed in **Appendix A** to this Policy when first engaged by Taekwondo Canada and shall respect the renewal requirements indicated herein.
9. If an individual subsequently receives a charge, conviction for, or is otherwise found guilty of an offence, they will report this circumstance immediately to Taekwondo Canada. Additionally, the individual will inform

Taekwondo Canada of any changes in their circumstances that would alter their original responses in their Screening Disclosure Form.

10. If Taekwondo Canada learns that an individual has provided false, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with the *Discipline and Complaints Policy*.

PROCEDURE

11. Individuals must submit the screening documents indicated in **Appendix A**, according to the category in which they fall, to the Screening Delegate. If an individual is uncertain of which category they fall into, they may contact Taekwondo Canada for assistance. Any information submitted shall be subject to Taekwondo Canada's *Privacy Policy*, will only be viewed on a need-to-know basis, and will be protected in accordance with the relevant and applicable privacy legislation.
12. An individual who refuses or fails to provide the necessary screening documents, or who makes an incomplete application, will be ineligible for the position sought. The individual will be informed by the Screening Delegate that their application and/or position will not proceed until such time as the screening documents are submitted.
13. Taekwondo Canada understands that there may be delays in receiving the results of a CRC or VSC. At its discretion, the organization may permit the individual to participate in the relevant role during the delay, provided that the individual demonstrates that they have initiated the CRC or VSC application process. This permission may be withdrawn at any time and for any reason.
14. Taekwondo Canada recognizes that different information will be available depending on the type of screening document that the individual has submitted. For example, a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The Screening Delegate will use their expertise and discretion when making decisions based on the screening documents that have been submitted.
15. The Screening Delegate will review all Level 1 and Level 2 screening applications, including any supporting documents, and shall make a decision as indicated in the following Section. For Level 3 screening applications, the Screening Delegate will only review cases where the individual has made a declaration that may impact whether they can participate in the desired position.
16. Following the review of any Level 1 and Level 2 screening applications, the Screening Delegate will decide whether:
 - a) The individual has passed screening and may participate in the desired position;
 - b) The individual has passed screening and may participate in the desired position with conditions;
 - c) The individual has not passed screening and may not participate in the desired position; or
 - d) More information is required from the individual.
17. In making their decision, and where relevant, the Screening Delegate will consider the type of offence, date of offence, and relevance of the offence to the position sought.
18. The Screening Delegate must decide that an individual has not passed screening if the screening documentation reveals any of the following:
 - a) If imposed in the last three years:
 - i. Any offence involving the use of a motor vehicle that constitutes an offence under the *Criminal Code*
 - ii. Any offence of assault, physical or psychological violence
 - iii. Any offence for trafficking and/or possession of drugs and/or narcotics

- iv. Any offence involving conduct against public morals
- v. Any offence involving theft or fraud
- b) If imposed at any time:
 - i. Any offence involving a Minor or Minors
 - ii. Any offence involving the possession, distribution, or sale of any child-related pornography
 - iii. Any sexual offence
 - iv. Any sanction(s) deriving from a finding of Prohibited Behaviour imposed by a discipline panel, the Office of the Sport Integrity Commissioner/Abuse-Free Sport Director of Sanctions and Outcomes, Sport Integrity Canada, an SDRCC Safeguarding Tribunal, or any SDRCC appeal tribunal which prevents or place restrictions on the individual from participating in Canadian sport in accordance with the sanction

CONDITIONS AND MONTIORING

19. Excluding the incidents above which, if revealed, would cause the individual to not pass screening, the Screening Delegate may determine that incidents revealed on an individual's screening documents allow the individual to pass the screening process and participate in a desired position with *conditions* imposed. The Screening Delegate may apply and remove conditions at their discretion and will determine the means by which adherence to conditions may be monitored.

MINORS

20. When Screening Minors, Taekwondo Canada will:
- a) Not require the Minor to obtain a CRC; and
 - b) In lieu of obtaining a CRC, require the Minor to submit up to two (2) additional references
21. Notwithstanding the above, Taekwondo Canada may ask a Minor to obtain a CRC if the organization suspects the Minor has an adult conviction and therefore has a criminal record. In these circumstances, the organization will be clear in its request that it is not asking for the Minor's youth record. Taekwondo Canada understands that they may not request to see a Minor's youth record.

RENEWAL

22. Unless the Screening Delegate determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit a CRC, Screening Disclosure Form, Screening Renewal Form, or VSC are required to submit the documents as follows:
- a) A Screening Disclosure Form and a current CRC every two years
 - b) A Screening Renewal Form every year (in years when a Screening Disclosure Form and current CRC are not submitted)
 - c) A VSC once
23. The Screening Delegate may request that an individual provide any of the above documents at any time. Such request will be in writing and reasons will be provided.

APPEALS

24. Notwithstanding anything to the contrary in the *Appeal Policy*, screening decisions made under this *Screening Policy* are final and not subject to appeal.

RECORDS

25. 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.
26. The records kept as part of the screening process include but are not limited to:
 - a) That the individual's CRC was reviewed (for a period of three years)
 - b) An individual's VSC
 - c) An individual's Screening Disclosure Form (for a period of three years)
 - d) An individual's Screening Renewal Form (for a period of one year)
 - e) Records of any conditions attached to an individual's registration by the Screening Delegate
 - f) Records of any discipline applied to any individual by Taekwondo Canada, by a Member, or by another sport organization

PRIVACY

27. The collection, use and disclosure of any personal information pursuant to this Policy is subject to Taekwondo Canada's *Privacy Policy*.
28. Taekwondo Canada or any of its delegates pursuant to this Policy (i.e., Screening Delegate) shall comply with Taekwondo Canada's *Privacy Policy* in the performance of their services under this Policy.

APPENDIX A - SCREENING REQUIREMENTS MATRIX

	Description	Requirements	Examples
Level 1	Individuals that hold decision-making positions, are involved in high-risk assignments, occupy positions of trust and/or authority, have supervisory roles, direct others, are involved with finances, and who have frequent or unsupervised access to Vulnerable Participants	- Complete an application form - Complete a Screening Disclosure Form - Complete and provide a CRC* - Provide one reference related to the position - Participate in training, orientation, and monitoring as determined by the organization - Provide a driver's abstract, if relevant and requested	Senior organizational staff; full-time Athlete Support Personnel; Athlete Support Personnel that travel with athletes or who could be alone with athletes
Level 2	Individuals with direct athlete contact, individuals involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to Vulnerable Participants	- Complete an application form - Complete a Screening Disclosure Form - Complete and provide a CRC* - Provide one reference related to the position - Participate in training, orientation, and monitoring as determined by the organization - Provide a driver's abstract, if relevant and requested	Certain Board members; Athlete Support Personnel who are typically under the direct supervision of another Athlete Support Personnel; officials in leadership roles, Event organizing committee members
Level 3	Individuals with no direct contact with athletes, involved in low-risk assignments and who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Participants	- Complete an application form - Complete a Screening Disclosure Form - Participate in training, orientation, and monitoring as determined by the organization	Certain staff and Board members; volunteers who are not working with Vulnerable Participants and/or who are helping out on a non-regular or informal basis

Acceptable Criminal Record Checks

Level 1

- If born before March 12, 1994: VSC from the police jurisdiction where the individual applicant resides
- If born after March 12, 1994: CRC that includes Judicial Matters (or equivalent in the jurisdiction where the individual applicant resides)

Level 2

Criminal Record Check

APPENDIX B - APPLICATION FORM

Note: Individuals who are applying to volunteer or work within certain positions with Taekwondo Canada must complete this Application Form. Individuals need to complete an Application Form for each position sought. If an individual is applying for a new position within Taekwondo Canada, a new Application Form must be submitted.

NAME: _____
First Middle Last

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

EMAIL: _____ **PHONE:** _____

POSITION SOUGHT: _____

By signing this document below, I agree to be subject to and adhere to the policies and procedures of Taekwondo Canada, including but not limited to the *Code of Conduct and Ethics*, *UCCMS*, *Conflict of Interest Policy*, *Screening Policy*, and *Privacy Policy*. Policies are located at the following link:
<https://taekwondo-canada.com/about-us/bylaws-policies/>

I recognize that I must pass certain screening requirements depending on the position sought, as outlined in the *Screening Policy*, and that the Screening Delegate will determine my eligibility to volunteer or work in the position.

NAME (print): _____ **DATE:** _____

SIGNATURE: _____

APPENDIX C - SCREENING DISCLOSURE FORM

NAME:

First Middle Last

OTHER NAMES YOU HAVE USED:

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

CLUB (if applicable): _____ **EMAIL:** _____

Note: Failure to disclose truthful information below may be considered an intentional omission and result in disciplinary action and/or the loss of volunteer responsibilities or other privileges

1. Have you been convicted of a crime? If so, please complete the following information for *each* conviction. Attach additional pages as necessary.

Name or Type of Offense:

Name and Jurisdiction of Court/Tribunal:

Year Convicted:

Penalty or Punishment Imposed:

Further Explanation:

2. Have you ever been disciplined or sanctioned by a sport governing body or by an independent body (e.g., private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position? If so, please complete the following information for each disciplinary action or sanction. Attach additional pages as necessary.

Name of disciplining or sanctioning body: _____

Date of discipline, sanction or dismissal: _____

Reasons for discipline, sanction or dismissal: _____

Penalty or punishment imposed:

Further explanation:

3. Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? If so, please complete the following information for each pending charge or sanction. Attach additional pages as necessary.

Name or type of offense:

Name and jurisdiction of Court/Tribunal:

Name of disciplining or sanctioning body:

Further explanation:

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, I consent and authorize Taekwondo Canada to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form, as well as my Criminal Record Check and/or Vulnerable Sector Check (when permitted by law), for the purposes of screening, implementing the *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial Sport Organizations, clubs, and other organizations involved in the governance of sport. Taekwondo Canada does not distribute personal information for commercial purposes.

CERTIFICATION

I hereby certify that the information contained in this Screening Disclosure Form is accurate, correct, truthful and complete.

I further certify that I will immediately inform Taekwondo Canada of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in disciplinary actions and/or the loss of volunteer responsibilities or other privileges.

NAME (print): _____

DATE: _____

SIGNATURE: _____

APPENDIX D - SCREENING RENEWAL FORM

NAME:

First

Middle

Last

CURRENT PERMANENT ADDRESS:

Street

City

Province

Postal

DATE OF BIRTH: _____
Month/Day/Year

GENDER IDENTITY: _____

EMAIL: _____

PHONE: _____

By signing this document below, I certify that there have been no changes to my criminal record since I last submitted a Criminal Record Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to Taekwondo Canada. I further certify that there are no outstanding charges and warrants, judicial orders, peace bonds, probation or prohibition orders, or applicable non-conviction information, and there have been no absolute and conditional discharges.

I agree that any Criminal Record Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I would obtain or submit on the date indicated below would be no different than the last Criminal Record Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I submitted to Taekwondo Canada. I understand that if there have been any changes, or if I suspect that there have been any changes, it is my responsibility to obtain and submit a new Criminal Record Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to the Screening Delegate instead of this form.

I recognize that if there have been changes to the results available from the Criminal Record Check and/or Vulnerable Sector Check and/or Screening Disclosure Form, and that if I submit this form improperly, then I may be subject to disciplinary action and/or the loss of volunteer responsibilities or other privileges at the discretion of the Screening Delegate.

NAME (print): _____

DATE: _____

SIGNATURE: _____