

Canadian Pony Club



SAFE SPORT POLICIES
SCREENING POLICY



CANADIAN PONY CLUB

SCREENING POLICY

2023

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SCREENING POLICY

Preamble

1. CPC understands that screening 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 sport community.

Application of this Policy

2. This policy applies to all individuals whose position with CPC is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Organizational Participants.
3. Not all individuals associated with CPC will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to CPC or Organizational Participants. CPC will determine which individuals will be subject to screening using the following guidelines (CPC may vary the guidelines at their discretion):

Level 1 – Basic Screening - Organizational Participants involved in low-risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Organizational Participants. Examples include parents, youth, or volunteers who are helping out on a non-regular or informal basis

Level 2 - Basic Screening Plus - If a volunteer expects to be present at multiple events throughout the year, it is strongly recommended they become an associate member. They will then be registered with the CPC. This level of screening does not require an official police background check (CRC or E-PIC), but a self-declaration of good character will be on file with the CPC.

On a yearly basis every volunteer will have to renew their associate membership, including a screening renewal form.

This level of screening is also required for every board member at a Branch or Regional level.

Level 3 – Basic Regular Screening – Organizational Participants 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 Organizational Participants. Examples include:

- a) Athlete support personnel;
- b) non-coach employees or managers;
- c) directors;
- d) coaches who are typically under the supervision of another coach; and



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- e) officials.
- f) Horse masters & active members over the age of majority

Level 4 – Enhanced Screening – Organizational Participants involved in high-risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with finances, and who have frequent or unsupervised access to Vulnerable Organizational Participants. Examples include:

- a) Athlete Support Personnel;
- b) full-time coaches;
- c) Athlete Support Personnel who travel with Athletes; and
- d) Athlete Support Personnel who could be alone with Athletes.
- e) Examiners
- f) Billeting families
- g) Scribes in a private setting

Screening Committee

4. The implementation of this policy is the responsibility of the Screening Committee which is a committee composed of either one (1) or three (3) members. CPC will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge, and abilities to accurately screen documents and render decisions under this policy.
5. The Screening Committee is responsible for reviewing all documents submitted and based on the review, making decisions regarding the appropriateness of individuals filling positions within CPC. 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.
6. Nothing in this policy restricts or limits the Screening Committee from requesting that the individual attend an interview with the Screening Committee if the Screening Committee considers that an interview is appropriate and necessary to screen the individual's application.
7. Nothing in this policy restricts or limits the Screening Committee from requesting the individual's authorization to contact any professional, sporting, or other organization in order to assess the individual's suitability for the position that they are seeking.
8. Nothing in this policy restricts or limits the Screening Committee from requesting further information from the individual on more than one occasion, subject to the individual's right to insist that the Screening Committee decide based on the information before it.



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| 9. | The Screening Committee may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries. | |
| 10. | When assessing an individual's screening application, the Screening Committee shall determine whether there is reason to believe that the individual may pose a risk to CPC or to another individual. | |
| 11. | An individual having been previously penalized for a prior offence shall not prevent the Screening Committee from considering that offence as part of the individual's screening application. | |
| 12. | If the Screening Committee determines based on the individual's screening application, in addition to any further material received by it, that the individual does not pose a risk to the members of CPC, the Screening Committee shall approve the individual's application, subject to the Screening Committee's right to impose conditions. | |
| 13. | In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall be provided to the applicant and to the Board of Directors of CPC, which may disseminate the decision as they see fit to best fulfil the mandate of CPC. | |
| 14. | An Organizational Participant whose screening application has been denied or revoked may not re-apply to participate in the programs or activities of CPC for two (2) years from the date the rejected application was made. | |

Screening Requirements

15. A Screening Requirements Matrix is provided as **Appendix A**.
16. It is the policy of CPC that when an individual is first engaged by the Organization:
 - a) Level 1 (Basic Screening) individuals will:
 - i. Fill out attendance sheet at the start of the event, including self declaration
 - ii. participate in training, orientation, and monitoring as described in the Screening Requirements Matrix (**Appendix A**).
 - iii. it is recommended that individuals complete a safe sport training such as Respect in Sport, CAC Safe Sport Training or Equestrian Canada: Fostering Healthy Equestrian Environments
 - b) Level 2 (Basic Screening+) individuals will:
 - i. complete an Associate Membership Form
 - ii. complete a Screening Disclosure Form/Declaration of Good Character (**Appendix C**);
 - iii. participate in training, orientation, and monitoring as described in the Screening Requirements Matrix (**Appendix A**); and



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- iv. It is recommended that individuals complete a safe sport training such as Respect in Sport, CAC Safe Sport Training or Equestrian Canada: Fostering Healthy Equestrian Environments
- c) Level 3 (Regular Screening) individuals will:
 - i. Complete all Basic + Screening
 - ii. Provide an E-Pic
 - iii. It is required that you have completed one Safe Sport Training either CAC Safe Sport Training, Respect in Sport or Equestrian Canada Fostering Healthy Environments
 - iv. It is also recommended that you complete Making Ethical Decisions and Commit to Kids
- d) Level 4 (Enhanced Screening) individuals will:
 - i. complete an Application Form (**Appendix B**);
 - ii. complete a Screening Disclosure Form (**Appendix C**);
 - iii. complete and provide an E-PIC and a VSC;
 - iv. provide one letter of reference related to the position; and
 - v. participate in training, orientation, and monitoring as described in the Screening Requirements Matrix (**Appendix A**).
- e) Provide a driver's abstract, if requested. If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to CPC. Additionally, the individual will inform CPC of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
- f) If CPC 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 *Harassment, Discipline and Complaints Policy*.

Minor

- 17. For the purposes of this policy, CPC defines a Minor as someone who is younger than eighteen (18) years old. When screening Minor, CPC will:
 - a) not require the Minor to obtain a VSC or E-PIC; and
 - b) in lieu of obtaining a VSC or E-PIC, require the Minor to submit up to two (2) additional letters of reference if requested by CPC.
- 18. Notwithstanding the above, CPC may ask a Minor to obtain a VSC or E-PIC if CPC suspects the Minor has an adult conviction and therefore has a criminal record. In these circumstances, CPC will be



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clear in its request that it is not asking for the Minor's *youth record*. CPC understands that they may not request to see a Minor's youth record.

Renewal

19. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit an E-PIC, Screening Disclosure Form, or Screening Renewal Form, are required to submit the documents as follows:
 - a) an E-PIC every three years;
 - b) a Screening Disclosure Form every three years;
 - c) a Screening Renewal Form (**Appendix D**) every year; and
 - d) a Vulnerable Sector Check once.
20. At any time, including after either the submission of an individual's application or its approval (with or without conditions), the Screening Committee may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of CPC, could affect the assessment of the individual's suitability for participation in the programs or activities of CPC, or the individual's interactions with other individuals involved with CPC.

Orientation, Training, and Monitoring

21. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at the discretion of CPC.
22. Orientation may include, but is not limited to, introductory presentations, facility tours, equipment demonstrations, parent/Athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.
23. Training may include, but is not limited to, certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
24. At the conclusion of orientation and training, the individual may be required to acknowledge, in written form, that they have received and completed the orientation and training (**Appendix E**).
25. Monitoring may include, but is not limited to, written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

How to Obtain an E-PIC or VSC

26. An E-PIC may be obtained online via:
<https://pages.sterlingbackcheck.ca/landing-pages/c/canadian-pony-club/>



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27. Organizational Participants may only obtain a VSC by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required.
28. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
29. CPC understands that it may be required to assist an individual with obtaining a VSC. A Request for VSC (**Appendix F**) may need to be submitted or other documentation may need to be completed that describes the nature of the Organization and the individual's role with Vulnerable Organizational Participants.

Procedure

30. Screening documents must be submitted to the Screening Committee.
31. An individual who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.
32. CPC understands that there may be delays in receiving the results of an E-PIC or a VSC. At the discretion of CPC, an individual may be permitted to participate in the role during the delay. This permission may be withdrawn at any time and for any reason.
33. CPC recognize that different information will be available depending on the type of screening document that the individual has submitted. For example, an E-PIC may show details of a specific offense, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The Screening Committee will use its expertise and discretion when making decisions based on the screening documents that have been submitted.
34. Following the review of the screening documents, the Screening Committee will decide:
 - 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.
35. In making its decision, the Screening Committee will consider the type of offense, date of offense, and relevance of the offense to the position sought.
36. The Screening Committee may 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:



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- i. any offense involving the use of a motor vehicle, including but not limited to impaired driving;
 - ii. any offense of assault, physical or psychological violence;
 - iii. any offense involving trafficking or possession of illegal drugs;
 - iv. any offense involving conduct against public morals; or
 - v. any offense involving theft or fraud.
- b) if imposed at any time:
- i. any offense involving a Minor or Minors;
 - ii. any offense involving the possession, distribution, or sale of any child-related pornography; or
 - iii. any sexual offense.

Conditions and Monitoring

37. Excluding the incidents above which, if revealed, would cause the individual to not pass screening, the Screening Committee may determine that incidents revealed on an individual's screening documents may allow the individual to pass the screening process and participate in a desired position with *conditions* imposed. The Screening Committee shall have the sole and unfettered discretion to apply and remove conditions, determine the length of time for the imposition of conditions, and determine how adherence to conditions may be monitored.

Records

38. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, for use in legal, quasi-legal, or disciplinary proceedings.
39. The records kept as part of the screening process include but are not limited to:
- a) an individual's Vulnerable Sector Check;
 - b) an individual's E-PIC (for a period of three years);
 - 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 Committee; and
 - f) records of any discipline applied to any individual by CPC or by another sport organization.



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APPENDIX A – SCREENING REQUIREMENTS MATRIX

Minor

For the purposes of this policy, CPC defines a Minor as someone who is younger than 18 years old. When screening Minor, CPC will:

- a) not require the Minor to obtain a VSC or E-PIC; and
- b) in lieu of obtaining a VSC or E-PIC, require the Minor to submit up to two (2) additional letters of reference.



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Volunteer Screening EXPLAINED

The purpose of this brochure is to describe CPC Background check policies. Nothing in this brochure can be construed to extend, alter, vary or waive any of the provisions of the CPC safe sport policies.

Canadian Pony Club aims to provide a Safe Sport environment for all its members and volunteers. Several policies and procedures form the basis for our commitment to Safe sport. Some important instruments in this commitment are our *Code of Conduct and Ethics*, available on the website, our *Screening Policy* and adoption of *the rule of two*.



SCREENING VOLUNTEERS

Screening our volunteers is part of our efforts to provide a safe environment. Not all individuals associated with the CPC will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to the CPC or Participants.

BASIC SCREENING	BASIC+ SCREENING	REGULAR SCREENING	ENHANCED SCREENING
<ul style="list-style-type: none"> ✓ Volunteering on a non-regular basis ✓ Not in a supervisory role nor directing others ✓ Not involved with finances ✓ No unsupervised access to vulnerable participants 	<ul style="list-style-type: none"> ✓ Volunteering on a regular basis ✓ Not in a supervisory role nor directing others ✓ Not involved with finances ✓ No unsupervised access to vulnerable participants 	<ul style="list-style-type: none"> ✓ Supervisory roles ✓ Directing others ✓ Involved with finances ✓ Limited access to vulnerable participants 	<ul style="list-style-type: none"> ✓ Position of trust and/or authority ✓ Frequent and maybe unsupervised access to vulnerable participants
<ul style="list-style-type: none"> • Volunteers helping on a non-regular, informal basis • Incidental show volunteers (gate, whipper in, timer, etc.) • Administrative support (show entries, memberships) • Workbees (ground and equipment maintenance) • Volunteering in a high visibility or group setting 	<ul style="list-style-type: none"> • Volunteers helping on a regular basis • Parents and other family members regularly volunteering in a high visibility or group setting • Board members at large at the Branch or Regional level. 	<ul style="list-style-type: none"> • Directors and officers at Branch, Regional and National level. • Officials such as safety officers, tack check and stewards • Volunteers under supervision of a coach or enhanced screened volunteer • Horsemasters & active members over 18 years of age 	<ul style="list-style-type: none"> • Coaches • Examiners • Billeting families • Chaperones and volunteers traveling with vulnerable members • Scribes in a private setting
Background Check	Background Check	Background Check	Background Check
Fill out attendance sheet at the start of the event, including a self declaration Participate in training as determined by the CPC*	Complete (Associate) Membership Form Screening Disclosure form / Declaration of Good Character Participate in training as determined by the CPC*	Basic+ screening plus: Provide an E-Pic	Regular screening plus: Provide a VSC (vulnerable sector check)
Ethics Training	Ethics Training	Ethics Training	Ethics Training
<ul style="list-style-type: none"> ✓ Recommended: - CAC Safe sport training - Respect in Sport for activity leaders 	<ul style="list-style-type: none"> ✓ Recommended: - CAC Safe sport training - Respect in Sport for activity leaders 	<ul style="list-style-type: none"> ✓ Required: - CAC Safe sport training ✓ Recommended: - Make Ethical Decisions - Respect in Sport - Commit to Kids 	<ul style="list-style-type: none"> ✓ Required: - CAC Safe sport training - Make Ethical Decisions (coaches in an ongoing relationship with students) ✓ Recommended - Respect in Sport - Commit to Kids

* Note that some positions have additional requirements such as first aid, concussion awareness etc.



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APPENDIX B – APPLICATION FORM

Note: Organizational Participants who are applying to volunteer or work within certain positions with CPC must complete this Application Form. Organizational Participants need to complete an Application Form once for the position sought. If the individual is applying for a new position within CPC, 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 adhere to the policies and procedures of CPC, including but not limited to the *Code of Conduct and Ethics, Conflict of Interest Policy, Privacy Policy, and Screening Policy.*

Policies are located at the following link:

<https://www.canadianponyclub.org/documents/operational/administration>

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

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

SIGNATURE: _____



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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 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: _____



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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 CPC to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Enhanced Police Information Check and/or Vulnerable Sector Check (when permitted by law) for the purposes of screening, implementation of the *Screening Policy*, administering membership services, and communicating with national sport organizations, provincial/territorial sport organizations, club members or school members, and other organizations involved in the governance of sport. CPC 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 CPC of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in the withdrawal of volunteer responsibilities or other privileges and/or disciplinary action.

NAME (print): _____

DATE: _____

SIGNATURE: _____



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APPENDIX D – SCREENING RENEWAL FORM

NAME: _____

First

Middle

Last

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____

Month/Day/Year

EMAIL: _____ **PHONE:** _____

By signing this document below, I certify that there have been no changes to my criminal record since I last submitted an Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form and/or Driver's Abstract ("Personal Document") to CPC. 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 Personal Document that I would obtain or submit on the date indicated below would be no different than the last Personal Document that I submitted to CPC. 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 Personal Document to CPC's Screening Committee instead of this form.

I recognize that, if there have been changes to the results available from any Personal Document and if I submit this form improperly, then I am subject to disciplinary action and/or the removal of volunteer responsibilities or other privileges at the discretion of the Screening Committee.

NAME (print): _____

DATE: _____

SIGNATURE: _____



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APPENDIX E – VOLUNTEER ORIENTATION AND TRAINING ACKNOWLEDGEMENT FORM

1. I have the following role(s) with CPC (circle as many as apply):

Parent/Guardian

Coach

Director/Volunteer

Athlete

Official

Committee Member

Other

2. As an individual affiliated with CPC, I acknowledge I have received completed the following orientation and training:

Name of Training or Orientation: _____

Instructor: _____ Date Completed: _____

Name of Training or Orientation: _____

Instructor: _____ Date Completed: _____

Name of Training or Orientation: _____

Instructor: _____ Date Completed: _____

Name

Signature

Date



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APPENDIX F – REQUEST FOR VULNERABLE SECTOR CHECK

Note: CPC must modify this letter to adhere to any requirements from the VSC provider

INTRODUCTION

CPC is requesting a Vulnerable Sector Check for _____ [insert individual's full name] who identifies as a _____ [insert gender identity] and who was born on _____ [insert birthdate].

DESCRIPTION OF ORGANIZATION

Canadian Pony Club is a not-for-profit provincial organization for the sport of Equestrianism in [INSERT PROVINCE].

Canadian Pony Club is a volunteer driven youth organization that trains young people in all areas of horsemanship. Our vulnerable members range from 5 to 18 years of age and the majority of our membership is female, between 11 and 15 years old.

DESCRIPTION OF ROLE

_____ [insert individual's name] will be acting as a _____ [insert individual's role]. In this role, the individual will have access to vulnerable individuals.

[Insert additional information re: type and number of vulnerable individuals, frequency of access, etc.]

CONTACT INFORMATION

If more information is required, please contact CPC:

Info@canadianponyclub.org or 1-888-286-7669

Signed: _____ Date: _____