

DIVING PLONGEON CANADA (DPC)

COACH SCREENING POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Criminal Record Check (CRC)”* – A search of the RCMP National Repository of Criminal Records to determine whether an individual has a criminal record
 - b) *“Vulnerable Sector Verification (VSV)”* – a detailed check that includes a search of the RCMP National Repository of Criminal Records, local police information, and the Pardoned Sex Offender database

Purpose

2. DPC understands that screening coaches is a vital part of providing a safe sporting environment. DPC is responsible for doing everything reasonable to provide a safe and secure environment for participants in its programs, activities, and events. The purpose of screening is to identify coaches involved with DPC’s activities who may pose a risk to DPC and its participants.

Application of this Policy

3. This Policy applies to all coaches who have the following NCCP certification status in the NCCP Locker, hereinafter defined as a “Coach” or “Coaches”:
 - a) Competition Introduction– In Training, Trained or Certified
 - b) Competition Development – In Training, Trained or Certified
 - c) Levels 4 or 5
4. All Coaches mentioned above are required to pre-register directly with DPC and complete an online coach registration process as determined by DPC. As part of the registration process, a Coach is required to pass specific screening requirements as described in this Policy. Once the preliminary registration process is completed and all screening requirements are fulfilled, a Coach will become eligible to register with their Provincial/Territorial diving association.

Policy

5. It is DPC’s policy that all Coaches will:
 - a) Complete and provide a CRC and VSV
 - b) Complete a Screening Disclosure Form
 - c) Complete a registration process indicating that the Coach has read, understands and agrees to comply with DPC’s policies and procedures
 - d) Complete the Online Screening Declaration during the registration process
 - e) Participate in orientation, as determined by DPC
 - f) Provide a driver’s abstract, if requested by DPC

6. Failure to participate in the screening process as outlined in this Policy will disqualify the Coach from participating with DPC and/or registering as a coach with DPC.
7. If a Coach provides falsified or misleading information, the Coach will be removed from participating with DPC, will no longer be eligible to register as a coach, and may be subject to further discipline in accordance with DPC's *Policy Relating to Conduct*.

Procedure

8. All Coaches identified in Section 3 of this Policy are required to complete a DPC online registration process (via the coach's corner of the ESPORT login) which includes a section for screening requirements. As part of the screening section, Coaches must agree to submit various documents and/or agree that there have been no changes to previously-submitted documents. It is the responsibility of the Coach to obtain the required screening documents.
9. Unless determined otherwise by DPC, in their sole discretion, Coaches are required to submit:
 - a) A Criminal Record Check every three years
 - b) A Screening Disclosure Form every three years
 - c) A Vulnerable Sector Verification once
 - d) An Online Screening Declaration (agreeing that there have been no changes to previously submitted documents) every year
10. Following the review of documents, the DPC Manager of High Performance Club and Coach Development and COO, will decide:
 - a) The Coach has passed screening and may register as a coach; or
 - b) To establish a Screening Committee who will decide:
 - i. The Coach has passed screening and may register as a coach with conditions;
 - ii. The Coach has not passed screening and may not register as a coach; or
 - iii. More information is required from the Coach.

Screening Committee

11. The Screening Committee has the responsibilities described in Section 10. 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.
12. When the Screening Committee is of the opinion that, notwithstanding a conviction or other incident, a Coach can register as a coach with DPC without adversely affecting the safety of DPC, any individual, athlete or member of DPC through the imposition of such conditions as are deemed appropriate, the Screening Committee may approve a Coach's participation and implement any such conditions.
13. The Screening Committee is a committee of three (3) to five (5) members appointed by DPC. DPC will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess CRCs, VSVs, Screening Disclosure Forms, and Online Screening Declarations and render decisions under this Policy. Quorum for the Screening Committee will be three members.
14. DPC may remove any member of the Screening Committee. When a position on the Screening

Committee becomes vacant, either because a member has been removed or because a member has resigned, DPC will appoint a replacement member.

15. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.

Criminal Convictions

16. Notwithstanding any other provision of this policy, a Coach's conviction, at any time, for any of the following *Criminal Code* offenses will not only result in the Coach failing to pass screening but will also be deemed an infraction under the Diving Canada Policy Relating to Conduct and result in immediate expulsion from DPC, without the need for further action on the part of DPC and removal from DPC designated positions, competitions, programs, activities and events:

- a) Any offense involving trafficking of illegal drugs or substances listed on the Canadian Anti-Doping Program's Prohibited List
- b) Any offense involving child pornography
- c) Any sexual offence involving a minor
- d) Any offence of assault involving a minor
- e) Any offence of physical or psychological violence involving a minor

17. Notwithstanding any other provision of this policy, a Coach's conviction, at any time, for any of the following *Criminal Code* offenses may result in the Coach failing to pass screening, as determined by the Screening Committee; and if the Screening Committee determines the Coach has failed screening, the decision will be communicated to the DPC Board of Directors who may determine that such conviction also be deemed an infraction under the Diving Canada Policy Relating to Conduct and result in immediate expulsion from DPC:

- a) Any sexual offense other than involving a minor
- b) Any offence of assault other than involving a minor
- c) Any offence of physical or psychological violence other than involving a minor
- d) Any offence involving theft or fraud

Conditions and Monitoring

18. The Screening Committee may determine that incidents revealed on a Coach's screening documents (not including incidents defined as 'Criminal Convictions' or 'Other Offenses', above) may allow the Coach to pass the screening process and register as a coach but with conditions imposed. The Screening Committee may apply and remove conditions at its discretion, and will determine the means by which adherence to conditions may be monitored.

Records

19. 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.