



Screening Policy

Adopted: March 2018

Last Reviewed and Updated: Feb 2026

The Peterborough Cycling Club (PCC) 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 community.

Definitions

1. For the purposes of this document, the Organization refers to the Peterborough Cycling Club.
2. 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 the individual has a criminal record
 - b. “Vulnerable Sector Check (VSC)” – a detailed check that includes a search of the RCMP National Repository of Criminal Records, local police information, and the Pardoned Sex Offender database

Preamble

3. The Organization 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 community.

Application of this Policy

4. This Policy applies to all individuals whose position with the Organization is one of trust or authority which may relate to, at a minimum, finances, supervision, young people, or people with a disability.
5. Not all individuals associated with the Organization will be required to submit a Screening Disclosure Form because not all positions pose a risk of harm to the Organization or to its participants. The Organization will determine which individuals will be subject to screening using the following guidelines (variations from the guidelines are at the sole discretion of the Organization):

Level 1 – Low Risk - Individuals involved in low risk assignments who are not in a supervisory role, not directing others, not involved with financial/cash management, and/or do not have access to minors or people with a disability. Examples:

- I. Parents, youth, or volunteers who are helping out on a non-regular informal basis. E.g. Volunteers for special events like Launch night or other social gatherings, TT or other event volunteers;
- II. Ride Leaders of adult group rides.

Level 2 – Medium Risk – Individuals involved in medium risk assignments who may be in a supervisory role, may direct others, and/or involved with financial/cash management, and/or who may have limited access to minors or people with a disability. Examples:

- I. Assistant coaches or youth volunteers;
- II. Coaches who are typically under the supervision of another coach;
- III. Executive Board of Directors (President, Vice-President, Secretary, Treasurer), Youth Chair.



Level 3 – High Risk – Individuals involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, and who have access to minors or people with a disability. Examples:

- I. Full time coaches;
- II. Coaches or Volunteers who travel with youth athletes as assigned by PCC. (i.e. this does not extend to people who travel/carpool or supervise youth where organized by parents/guardians.);
- III. Coaches or Volunteers who could be alone with athletes.

POLICY

5. It is the Organization's policy that:

a. Level 1 individuals will:

- i. No screening is required beyond the normal and prudent judgement of the organizers;
- ii. For Ride Leaders and other regular volunteering roles, signoff that the individual has read and understands the Organization's policies.

b. Level 2 individuals will:

- i. Complete and provide a VSC (which includes a CRC);
- ii. Complete a Screening Disclosure Form (this includes an attestation that the individual has read and understands the Organization's policies and procedures);
- iii. Participate in orientation as determined by the Organization;
- iv. Provide a drivers abstract if requested.

c. Level 3 individuals will:

- i. Complete and provide a VSC (which includes a CRC);
- ii. Complete a Screening Disclosure Form (this includes an attestation that the individual has read and understands the Organization's policies and procedures);
- iii. Participate in orientation as determined by the Organization;
- iv. Provide a drivers abstract if requested;
- v. Provide references as requested.

d. **Level 1** individuals will be screened via Ride Leader training and other volunteer orientation or training.

e. **Level 2** and **Level 3** individuals will be screened annually using an online Disclosure Form.

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

g. If an individual subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Organization.

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



RECORDS

6. All records collected throughout the screening process 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. Documents will be kept by the PCC Board for a length of 3 years.
7. The records kept by the Organization as part of the screening process include but are not limited to:
 - a. An individual's Vulnerable Sector Verification
 - b. An individual's Criminal Record Check (for a period of three years)
 - c. An individual's Screening Disclosure Form (for a period of three years)
 - d. Records of any conditions attached to an individual's registration by the Screening Committee
 - e. Records of any discipline applied to any individual by the Organization or by Ontario Cycling

Criminal Convictions

8. An individual's conviction for any of the following Criminal Code offenses, but not limited to, may result in expulsion from the Organization and/or removal from designated positions, competitions, programs, activities and events upon the sole discretion of the Organization:
 - a. Any offense of physical or psychological violence
 - 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

The Peterborough Cycling Club's Screening Policy is intended to ensure safe and positive interactions through brevity and plain language