

# SWIM ALBERTA

## SCREENING POLICY

Effective date	September 2, 2025
Archived date	N/A
Date last reviewed	N/A
Scheduled review date	September 1, 2027
Replaces and/or amends	Swim Alberta Screening Policy, approved March 18, 2018
Approved by and date	Swim Alberta Board of Directors, August 27, 2025
Appendix(-ces) to this Policy	Appendix A – Screening Requirements Matrix Appendix B – Screening Application Form Appendix C – Screening Disclosure Form Appendix D – Screening Renewal Form

### Preamble

1. Swim Alberta and its Clubs understand that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice amongst sport organizations that provide programs and services to the Alberta sport community, and specifically within swimming Clubs.

### Application of this Policy

2. This Policy applies to all individuals whose position with Swim Alberta or a Club is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Participants.

Swim Alberta acknowledges the role of the Canadian Swimming Coaches Association (CSCA) in the screening of its coach members. Individuals who are also registered coaches under the CSCA’s jurisdiction will be subject to screening by the CSCA in accordance with CSCA policies and procedures, as amended from time to time. Swim Alberta reserves the right to require addition screening of registered coaches, conducted in accordance with this Policy.

3. Not all Individuals associated with Swim Alberta or a Club will be required to obtain a police record check or submit screening documents because not all positions pose a risk of harm to Swim Alberta, Clubs, or participants. Identified Individuals will be subject to the screening requirements described in the Screening Requirements Matrix found in **Appendix A** of this Policy and shall comply with the screening application

requirements as detailed therein. For any information on how to obtain an E-PIC or a VSC, please consult the Swim Alberta Safe Sport webpage.

### **Screening Committee**

4. The implementation of this Policy is the responsibility of an independent individual or individuals appointed by Swim Alberta that will function as the Screening Committee for all screening applications received pursuant to this Policy. This independent individual or individuals (hereinafter referred to as the “Screening Committee”) will possess the requisite skills, knowledge and abilities to accurately assess screening documents and to render decisions under this Policy.
5. The Screening Committee will carry out its duties in accordance with the terms of this Policy.
6. The Screening Committee is responsible for reviewing all documents submitted with a screening application and, based on the review, making decisions regarding the related appropriateness of Individuals filling positions within Swim Alberta or the Club, as applicable. 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.

### **Screening Requirements**

7. A Screening Requirements Matrix is provided as **Appendix A**. All Individuals must comply with the requirements detailed therein when first engaged by Swim Alberta or a Club and shall respect the renewal requirements indicated in Section 22 below.
8. If an individual subsequently receives a charge, conviction for, or is found guilty of an offense they will report this circumstance immediately to Swim Alberta or the Club, as applicable. Additionally, the individual will inform the relevant organization of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
9. If Swim Alberta or the Club 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 *Complaints Resolution Policy*.

### **Procedure**

10. Individuals must submit the screening documents indicated in **Appendix A**, according to the category in which they fall, to the Screening Committee. If an Individual is uncertain of which category they fall into, they may contact Swim Alberta or the Club for assistance. Any information submitted shall be subject to Swim Alberta or the Club’s usual policies and practices regarding private and/or confidential information, as

applicable, will only be viewed on a need-to-know basis, and will be protected in accordance with the relevant and applicable privacy legislation.

11. An Individual who refuses or fails to provide the necessary screening documents, or makes an incomplete application, will be ineligible for the position sought. The Individual will be informed by the Screening Committee that their application and/or position will not proceed until such time as the screening documents are submitted. The Screening Committee is permitted to use automated messages generated by Swim Alberta or one of its Clubs' membership platform or screening service to provide this information to the Individual.
12. Swim Alberta and its Clubs understand that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, the organization may permit the Individual to participate in the role during the delay, provided that the Individual demonstrates that they have initiated the E-PIC or VSC application process. This permission may be withdrawn at any time and for any reason.
13. Swim Alberta and its Clubs 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.
14. Screening applications, including any supporting documents, will initially be reviewed by a designated Swim Alberta staff member. The Screening Committee will only review cases where the Individual has made a declaration that may impact whether they can participate in the desired position and shall make a decision as indicated in Section 15 below.
15. Following the review of screening applications, the Swim Alberta staff member or the Screening Committee 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.
16. In making its decision, and where relevant, the Screening Committee will consider the type of offense, date of offense, and relevance of the offense to the position sought.
17. The Screening Committee must decide that an individual has not passed screening if the screening documentation reveals any of the following:
  - a) If, in the last three years, they have committed:
    - i. Any offense of assault, physical or psychological violence

- ii. Any offense for trafficking and/or possession of drugs and/or narcotics
  - iii. Any offense involving theft or fraud
  - b) If they have committed 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
    - iii. Any sexual offense
18. Notwithstanding Section 17 above, the Screening Committee may decide that an Individual has either not passed screening, or has passed screening with conditions (e.g. must not drive with Swim Alberta members as passengers) if the screening documentation reveals any of the following:
- a) Any offense involving the use of a motor vehicle that constitutes an offence of the *Criminal Code*
19. Notwithstanding any other provision of this Policy and subject to only to applicable privacy law, Swim Alberta can, at any time:
- a) Request the screening information and status of an Individual from Swimming Canada or CSCA;
  - b) Request additional information from the Individual; or
  - c) Have an individual re-screened, including requiring a new E-PIC and/or Screening Disclosure Form.

### **Conditions and Monitoring**

20. 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 may apply and remove conditions at its discretion and will determine the means by which adherence to conditions may be monitored.

### **Minors**

21. When screening Minors, Swim Alberta and its Clubs 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) references.

Registered coaches who are Minors must complete the CSCA Registration and Screening Disclosure form annually.

22. Notwithstanding the above, Swim Alberta or a Club may ask a Minor to obtain a VSC or E-PIC if the organization suspects the Minor has received an adult sentence under the *Youth Criminal Justice Act*. In these circumstances, the organization will be clear in its

request that it is not asking for the Minor's youth record. Swim Alberta and its Clubs understand that they may not request to see a Minor's youth record.

### **Renewal**

23. 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, VSC, Screening Renewal Form, or CSCA Screening Disclosure Form are required to submit the documents as follows:
- a) An E-PIC every three years and up to a maximum of three seasons
  - b) For Individuals who are not coaches, a Screening Disclosure Form every three years and up to a maximum of three seasons for members other than coaches
  - c) For Individuals who are coaches, a CSCA Registration and Screening Disclosure Form every year
  - d) A Screening Renewal Form every year
  - e) A Vulnerable Sector Check once
24. The Screening Committee 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 for the request.

### **Orientation, Training, and Monitoring**

25. The type and amount of orientation, training, and monitoring will be based on the Individual's level of risk, at the discretion of Swim Alberta or the Club, as applicable.
26. Orientation may include, but is not limited to: introductory presentations, facility tours, safe sport policy training, 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.
27. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
28. 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.
29. Monitoring may include but is not limited to: written or oral reports, observations, evaluations, tracking, electronic surveillance, and site visits.

### **Records**

30. 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. This includes protecting all records in accordance with the relevant and applicable privacy legislation.

31. 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 or, in the case of a registered coach, the CSCA Registration and Screening Disclosure Form (for a period of three years)
  - d) In the case of an Individual who is not a coach, the Screening Renewal Form (for a period of one year)
  - e) Records of any conditions attached to an Individual's registration by the Screening Committee
  - f) Records of any discipline applied to any Individual by Swim Alberta, by a Club, or by another sport organization

### **Privacy**

32. The collection, use and disclosure of any personal information pursuant to this Policy is subject to Swim Alberta's usual policies and practices regarding private and/or confidential information, or those of its Clubs, as applicable.
33. Swim Alberta, its Clubs, or any of their delegates pursuant to this Policy (i.e., Screening Committee), shall comply with Swim Alberta's usual policies and practices regarding private and/or confidential information (or, where applicable, those policies and practices of its Clubs) in the performance of their services under this Policy.

## Appendix A – Screening Requirements Matrix

IMPORTANT: Please refer to Section 22 of the Screening Policy for Screening Renewal Requirements. The listed screening requirements may be modified where the Individual falls within CSCA jurisdiction and completes a CSCA Registration and Screening Disclosure Form.

	Description	Requirements	Examples
<b>Level 1</b>	Individual that holds a decision-making position, involved in high risk assignments, occupies position of trust and/or authority, has a supervisory role, directs others, involved with finances, and who have frequent or unsupervised access to Vulnerable Participants	<ul style="list-style-type: none"> <li>- Complete an Application Form</li> <li>- Complete a Screening Disclosure Form</li> <li>- Complete and provide a VSC or an E-PIC**</li> <li>- Provide one reference related to the position if requested</li> <li>- Participate in training, orientation, and monitoring as determined by the organization</li> <li>- Provide a driver's abstract if involved in transportation</li> </ul>	Certain organizational employees, registered coaches, swim teachers, coaches/staff/chaperones that travel with athletes
<b>Level 2</b>	Athletes and 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	<ul style="list-style-type: none"> <li>- Complete an Application Form</li> <li>- Complete a Screening Disclosure Form</li> <li>- Complete and provide an E-PIC</li> <li>- Provide one reference related to the position if requested</li> <li>- Participate in training, orientation, and monitoring as determined by the organization</li> <li>- Provide a driver's abstract if involved in transportation</li> </ul>	Athletes (except Minor Athletes), training staff, Athlete Support Personnel, non-coach employees or managers, directors, officials, Event organizing committee members
<b>Level 3</b>	Individuals with no direct contact with athletes, 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 Participants	<ul style="list-style-type: none"> <li>- Complete an Application Form</li> <li>- Complete a Screening Disclosure Form</li> <li>- Participate in training, orientation, and monitoring as determined by the organization</li> <li>- When requested by Swim Alberta, complete and provide an E-PIC</li> </ul>	Certain employees and Board members, certain volunteers, parents, Minors, or volunteers who are helping out on a non-regular or informal basis

\*\*VSCs will only be required for Individuals born before March 12, 1994; otherwise, Individuals born after March 12, 1994 will be required to obtain an E-PIC. VSCs are only required once.







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 Swim Alberta 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 Sport Organizations, Clubs, and other organizations involved in the governance of sport. Swim Alberta 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 Swim Alberta 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:** \_\_\_\_\_

