



## Screening Policy

March 2018

### Preamble

Water Ski Wakeboard Ontario (WSWO) is committed to providing a safe sporting environment for all participants of towed watersports.

### Purpose

The purpose of screening is to ensure the suitability of personnel & volunteers who will work with our members and to identify those who may pose a potential risk.

### Scope

WSWO is a volunteer driven organization which may designate paid personnel

### Definitions

**Criminal record Check (CRC):** a search of adult convictions held within the Royal Canadian Mounted Police (RCMP) National repository of Criminal Records

**Paid Personnel:** Those individuals directly contracted by WSWO that receive reimbursement who will interact with WSWO members in a position of trust or authority. Typically paid coaches and instructors.

**Unpaid Personnel:** Those individuals supporting WSWO without reimbursement who will interact with WSWO members in a position of trust or authority. Typically parents, family members or individuals interested in towed water sports.

**Screening Committee:** A group of individuals from the WSWO executive board or discipline committees appointed by the WSWO executive board to administer this policy.

**Self-Declaration:** The self-evaluation and signed declaration by the volunteer that they are not convicted of any offences

### Policy

The foundation of successful screening is dependent on the applicant providing accurate, honest and complete information to the Screening Committee.

It is WSWO's policy that paid personnel shall undergo a CRC upon hiring and every 3 years afterwards, **if deemed necessary by the Screening Committee.**



The screening of unpaid personnel shall be at the discretion of the Screening Committee. The level of screening shall range from volunteer acknowledgement, self-declaration or a CRC requirement based on the Screening Committee's decision.

Any person in the paid or unpaid category who receives a conviction shall disclose this information to the WSWO Screening Committee when they first receive the information. The Screening Committee shall then determine the next steps: revoke the approval, apply limitations to the person's duties and responsibilities or approve their continued participation.

### Records

All records of screening shall be retained by the WSWO office and are subject to the provisions of the privacy act. These records are deemed confidential. .

Revision Date	Details /Comments
1 March 2017	Re-affirmed