

Provincial Women’s Softball Association Screening Policy

Preamble

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

Level 1 – Low Risk - 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 Participants. Examples include parents, youth, or volunteers who are helping out on a non-regular or informal basis

Level 2 – Medium Risk – 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 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
- e) officials.

Level 3 – High Risk – 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 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.

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. P.W.S.A. 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 participants filling positions within P.W.S.A. 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 participant attend an interview with the Screening Committee if the Screening Committee considers that an interview is appropriate and necessary to screen the participant's application.
- 7. Nothing in this policy restricts or limits the Screening Committee from requesting the participant's authorization to contact any professional, sporting, or other organization to assess the participant's suitability for the position that they are seeking. The Screening Committee may also request further information from the participant on more than one occasion, subject to the participant's right to insist that the Screening Committee decide based on the information before it.
- 8. The Screening Committee may, where appropriate, draw an adverse inference from an participant's failure to provide information or answer queries.
- 9. When assessing a participant's screening application, the Screening Committee shall determine whether there is reason to believe that the participant may pose a risk to P.W.S.A. or to another participant.

10. A participant having been previously penalized for a prior offence shall not prevent the Screening Committee from considering that offence as part of the participant's screening application.
11. If the Screening Committee determines based on the participant's screening application, in addition to any further material received by it, that the participant does not pose a risk to the members of P.W.S.A., the Screening Committee shall approve the participant's application, subject to the Screening Committee's right to impose conditions.
12. 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 P.W.S.A., which may disseminate the decision as they see fit to best fulfil the mandate of P.W.S.A.
13. An Participant whose screening application has been denied or revoked may not re-apply to participate in the programs or activities of P.W.S.A. for two (2) years from the date the rejected application was made.

Screening Requirements

14. A Screening Requirements Matrix is provided as **Appendix A**.
15. It is the policy of P.W.S.A. that when a participant is first engaged with their organization:
 - a) Level 1 participants will:
 - i. complete an Application Form (**Appendix B**);
 - ii. complete a Screening Disclosure Form (**Appendix C**); and
 - iii. participate in training, orientation, and monitoring as described in the Screening Requirements Matrix (**Appendix A**).
 - b) Level 2 participants will:
 - i. complete an Application Form (**Appendix B**);
 - ii. complete a Screening Disclosure Form (**Appendix C**);
 - iii. complete and provide a Police Record Check (PRC);
 - iv. provide one letter of reference related to the position;

- v. participate in training, orientation, and monitoring as described in the Screening Requirements Matrix (**Appendix A**); and
 - vi. provide a driver's abstract, if requested.
- c) Level 3 participants will:
- i. complete an Application Form (**Appendix B**);
 - ii. complete a Screening Disclosure Form (**Appendix C**);
 - iii. complete and provide a PRC 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**).
- d) Provide a driver's abstract, if requested. If a participant subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to P.W.S.A. Additionally, the participant will inform P.W.S.A. of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
- e) If P.W.S.A. learns that a participant has provided false, inaccurate, or misleading information, the participant will immediately be removed from their position and may be subject to further discipline in accordance with the *Discipline and Complaints Policy*.

Minors

16. For the purposes of this policy, P.W.S.A. defines a Minor as someone who is younger than eighteen (18) years of age. When screening Minor, P.W.S.A. will:
- a) not require the Minor to obtain a VSC or PRC; and
 - b) in lieu of obtaining a VSC or PRC, require the Minor to submit up to two (2) additional letters of reference.
17. Notwithstanding the above, P.W.S.A. may ask a Minor to obtain a VSC or PRC if P.W.S.A. suspects the Minor has an adult conviction and therefore has a criminal record. In these circumstances, P.W.S.A. will be clear in its request that it is not asking for the Minor's *youth record*. P.W.S.A. understands that they may not request to see a Minor's youth record.

Renewal

18. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, participants who are required to submit a PRC, Screening Disclosure Form, or Screening Renewal Form, are required to submit the documents as follows:
 - a) a PRC 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.
19. At any time, including after either the submission of an participant's application or its approval (with or without conditions), the Screening Committee may re-open an participant's file for additional screening if it is advised of new information that, in the discretion of P.W.S.A., could affect the assessment of the participant's suitability for participation in the programs or activities of P.W.S.A., or the participant's interactions with other participants involved with P.W.S.A.

Orientation, Training, and Monitoring

20. The type and amount of orientation, training, and monitoring will be based on the participant's level of risk, at the discretion of P.W.S.A.
21. 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.
22. Training may include, but is not limited to, certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
23. At the conclusion of orientation and training, the participant may be required to acknowledge, in written form, that they have received and completed the orientation and training (**Appendix E**).
24. 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 a PRC or VSC

25. A PRC may be obtained online via <http://www.backcheck.net>.

26. 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.
27. Fingerprinting may be required if there is a positive match with the participant's gender and birth date.
28. P.W.S.A. understands that it may be required to assist an participant 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 P.W.S.A. and the participant's role with Vulnerable Participants.

Procedure

29. Screening documents must be submitted to the Screening Committee.
30. A participant who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The participant will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.
31. P.W.S.A. understands that there may be delays in receiving the results of a PRC or a VSC. At the discretion of P.W.S.A., a participant may be permitted to participate in the role during the delay. This permission may be withdrawn at any time and for any reason.
32. P.W.S.A. recognizes that different information will be available depending on the type of screening document that the participant has submitted. For example, a PRC 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.
33. Following the review of the screening documents, the Screening Committee will decide:
 - a) the participant has passed screening and may participate in the desired position;
 - b) the participant has passed screening and may participate in the desired position with conditions;
 - c) the participant has not passed screening and may not participate in the desired position; or
 - d) more information is required from the participant.

34. 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.
35. The Screening Committee may decide that an participant has not passed screening if the screening documentation reveals any of the following:
 - a) if imposed in the last three years:
 - 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

36. Excluding the incidents above which, if revealed, would cause the participant to not pass screening, the Screening Committee may determine that incidents revealed on an participant's screening documents may allow the participant 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

37. 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.
38. The records kept as part of the screening process include but are not limited to:

- a) an participant's Vulnerable Sector Check;
- b) an participant's PRC (for a period of three years);
- c) an participant's Screening Disclosure Form (for a period of three years);
- d) an participant's Screening Renewal Form (for a period of one year);
- e) records of any conditions attached to a participant's registration by the Screening Committee; and
- f) records of any discipline applied to any participant by P.W.S.A. or by another sport organization.

Policy Name: Screening Policy

Ratification Date: February 15, 2026

Review Date: February 2029

Appendix A – Screening Requirements Matrix

Risk Level	Roles (note minor exception below)	Training Recommended /Required	Screening
<p>Level 1 Low Risk</p>	<p>a) Parents, youth, or volunteers acting in non-regular or informal basis</p>	<p>Recommended:</p> <ul style="list-style-type: none"> ● <u>CAC Safe Sport Training</u> 	<ul style="list-style-type: none"> ● Complete an Application Form (Appendix B) ● Complete a Screening Disclosure Form (Appendix C) ● Participate in training, orientation, and monitoring as determined by P.W.S.A.
<p>Level 2 Medium Risk</p>	<p>a) Athlete support personnel b) Non-coach employees or managers c) Directors d) Coaches who are typically under supervision of another coach. e) Umpires and Officials</p>	<p>Recommended based on role:</p> <ul style="list-style-type: none"> ● Respect in Sport for Activity Leaders ● Commit to Kids <p>Required:</p> <ul style="list-style-type: none"> ● Respect in Sport Activity Leaders (National Officials) ● MED Certified (Coaches) ● <u>CAC Safe Sport Training</u> 	<ul style="list-style-type: none"> ● Level 1 Requirements ● Complete and provide a PRC ● Provide one letter of reference related to the position ● Provide a driver’s abstract, if requested
<p>Level 3 High Risk</p>	<p>a) Full Time Coaches b) Coaches who travel with Athletes</p>	<p>Recommended based on role:</p> <ul style="list-style-type: none"> ● Respect in Sport for Activity Leaders 	<ul style="list-style-type: none"> ● Level 2 Requirements ● Provide a VSC

	c) Coaches who could be alone with Athletes	<ul style="list-style-type: none"> ● Commit to Kids <p>Required:</p> <ul style="list-style-type: none"> ● MED Certified ● <u>CAC Safe Sport Training</u> 	<ul style="list-style-type: none"> ● A second letter of reference from a sport organization
--	---	---	--

Minor

For the purposes of this policy, P.W.S.A. defines a Minor as someone who is younger than eighteen (18) years old. When screening Minor, P.W.S.A. will:

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

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 P.W.S.A. to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Police Record 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, Member Association members or school members, and other organizations involved in the governance of sport. P.W.S.A. 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 P.W.S.A. 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: _____

Appendix E – Volunteer Orientation and Training Acknowledgement
Form

1. I have the following role(s) with P.W.S.A. **(circle all that apply):**

- | | | |
|-----------------|--------|------------------------------|
| Parent/Guardian | Coach | Director/Volunteer |
| Athlete | Umpire | Committee Member Association |
| Other | | |

2. As an participant affiliated with P.W.S.A., I acknowledge I have received and 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

Appendix F – Request for Vulnerable Sector Check

Note: P.W.S.A. must modify this letter to adhere to any requirements from the VSC provider

INTRODUCTION

P.W.S.A. is requesting a Vulnerable Sector Check for _____ **[insert participant's full name]** who identifies as a _____ **[insert gender identity]** and who was born on _____ **[insert birthdate]**.

DESCRIPTION OF ORGANIZATION

P.W.S.A. is a not-for-profit Softball Member Association for the sport of softball in Ontario.

[Insert additional description]

DESCRIPTION OF ROLE

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

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

CONTACT INFORMATION

If more information is required, please contact P.W.S.A.:

[Insert contact information]

Signed: _____ Date: _____