

<b>SILVER SPOKES CYCLING CLUB</b>	<b>Revision 1</b>
<b>SCREENING POLICY</b>	<b>April 2024</b>

## 1. Definitions

“SSCC” – The Silver Spokes Cycling Club

“Member” – An individual who has chosen to join the SSCC and has fully paid the annual fee

“Directors” – Those Members who have been elected or appointed to the Board of Directors for the current calendar year in accordance with the relevant provisions of the By-Law

“Screening” - An ongoing process designed to identify any person, whether paid or unpaid, volunteer or staff, who may harm children, youth or other vulnerable persons

“Vulnerable Persons” - Individuals who may have difficulty protecting themselves and are therefore at greater risk of harm. People may be vulnerable because of age, disability or handicap, or circumstances. Vulnerability may be a temporary or a permanent condition.

“CRC” – A Criminal Record Check

## 2. Purpose

This policy outlines the circumstances under which designated adult Members of the SSCC may be required to obtain and submit a CRC before working with youth or other Vulnerable Persons who are Members of the SSCC.

## 3. Policy Statements

- a) SSCC will comply with all legal and regulatory requirements pertaining to coaching or supervision of youth and other Vulnerable Persons during SSCC sanctioned activities.
- b) The SSCC Board of Directors will conduct, on an annual basis, an *informal* assessment of the risks associated with the SSCC membership composition and planned activities in order to determine whether there is any likelihood of placing youth or other Vulnerable Persons at risk of inappropriate behaviour on the part of other SSCC Members who may be in positions of trust or authority with respect to such individuals.
- c) Should the Board determine that there is a potential or perceived risk, those Members identified under b) above will be requested to obtain and submit to the Board a Criminal Record Check. SSCC will reimburse Members for the costs associated with obtaining a CRC.
- d) In general, individuals with past Criminal Code convictions for certain offences as listed in Appendix A will not be permitted to perform coaching or supervisory activities with Members who are considered Vulnerable Persons.

<b>SILVER SPOKES CYCLING CLUB</b>	<b>Revision 1</b>
<b>SCREENING POLICY</b>	<b>April 2024</b>

#### **4. Rationale**

The SSCC understands that screening volunteers is a vital part of providing a safe sporting environment and has become a common practice among sports organizations that provide programs and services to the community. However, given the nature of SSCC there is currently little need to apply stringent Screening Policies *as a matter of routine*.

SSCC is a small recreational club located in a large, lightly populated rural area. The membership is predominately adult. The club has no direct involvement in any competitive cycling events, nor is it engaged in any youth-orientated programs or coaching, or any programs specifically targeted for any other population of Vulnerable Persons. All rides are led by experienced club Members.

SSCC Officers are usually long time Members with prior experience as Directors, and are well known to other Members. Appointment to the Club Executive is in accordance with the SSCC By-Law. Total Club assets are typically less than \$10,000. Other than management of Club memberships, there is limited financial activity. Any such activity is governed by accepted Standard Accounting Practices under the oversight of the Board of Directors. Hence, there is felt to be no need to conduct regular, formal screening for those Directors who may have involvement with financial activities of the SSCC.

#### **Appendix A<sup>1</sup>**

##### **During a Lifetime:**

- Any type of sexual assault
- Invitation to sexual touching
- Sexual interference, bestiality, or sexual exploitation
- Procuring sexual activity
- Indictable criminal offences for youth abuse
- Any Court Order forbidding the individual to have contact with children under the age of fourteen
- Any convictions related to child pornography

##### **Within the Past Five (5) Years:**

- Assault
- Any Weapons offence
- Conviction under any controlled drugs and substance act
- Criminal Driving offences

##### **Until Resolved Through the Judicial System**

- Outstanding convictions or charges pending for any violent offence

---

<sup>1</sup> “Screening Policy and Resource Handbook”, Athletics Ontario, November 13, 2003

<b>SILVER SPOKES CYCLING CLUB</b>	<b>Revision 1</b>
<b>SCREENING POLICY</b>	<b>April 2024</b>

Outstanding convictions or charges pending for criminal driving offences, including but not limited to impaired driving

Outstanding convictions or charges pending for sexual offences