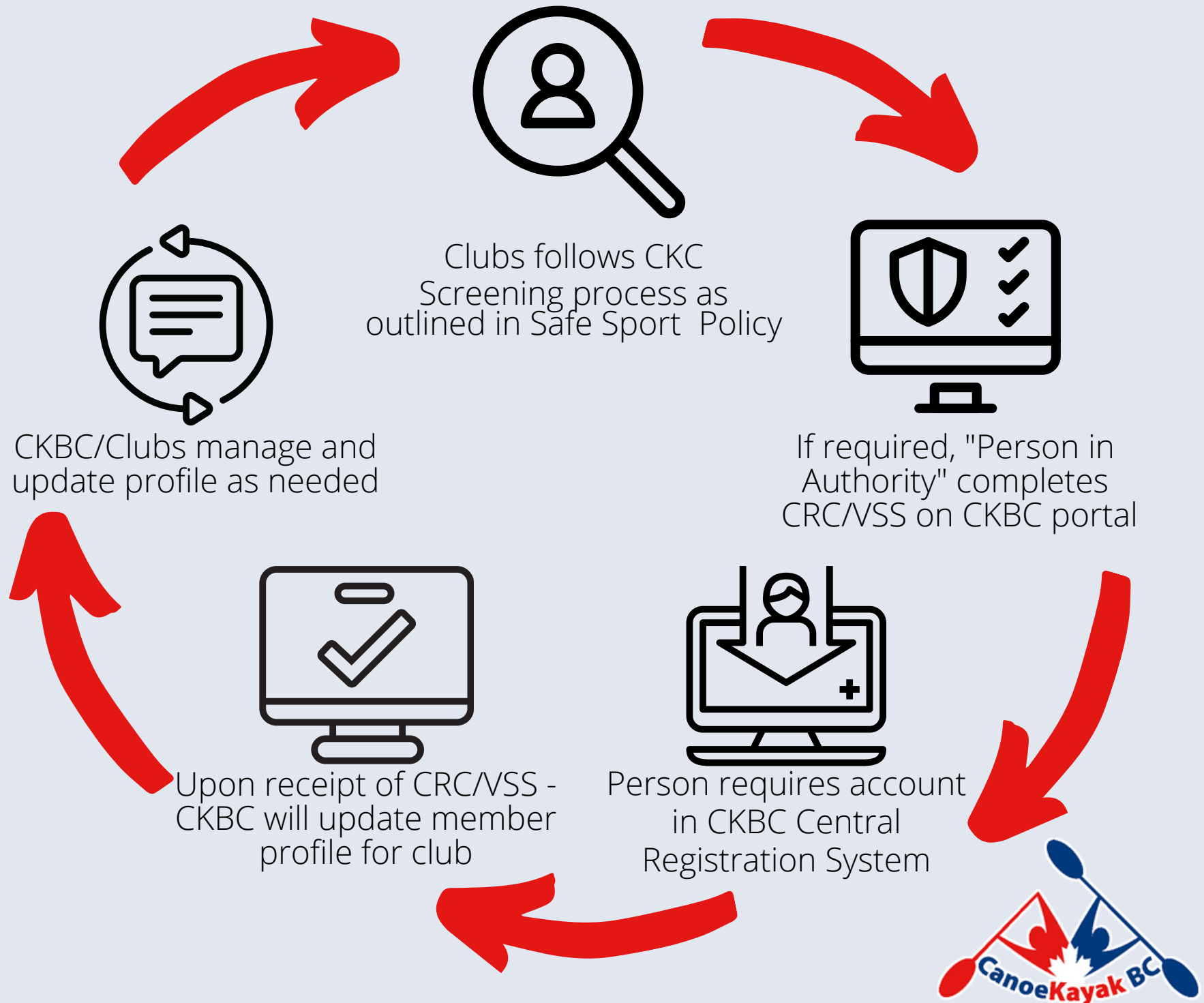


BC Specific Safe Sport Screening Process



Fulfilling Safe Sport Obligations in BC

Safe Sport Checklist

- ✓ Job Description for all Positions within your Organization
 - ✓ Application form for Volunteer, Coach, Board Member, etc.
 - [Safe Sport Policy Appendix B for Application Form Template](#)
 - ✓ Screening Disclosure Form
 - [Safe Sport Policy Appendix C for Screening Disclosure Form Template](#)
 - ✓ Screening Renewal Form (if a Volunteer/Coach/Board Member, etc. is returning)
 - [Safe Sport Policy Appendix D for Screening Renewal Form Template](#)
- *** Clubs are not required to submit these documents to CKBC, just have their own records/documentation
- ✓ Each person must have an account in the Provincial Central Registration System
 - ✓ Code of Conduct & Ethics for all Club Personnel & Members
 - ✓ Evaluate each Club Personnel's level of risk, & requirements they need
 - (see screening requirements matrix for applicable training)

Screening Requirements Matrix

Person 18 and Older

Risk Level	Roles (Note Young People Exception and Specific Roles Classification Chart Below)	Screening	Training: Recommended Level 1 Required Level 2 & 3
Level 1 Low Risk	<p>a) Volunteers acting in non-regular or informal basis.</p> <p>b) Volunteers who are not in a position of authority.</p>	<p>Complete an Application Form (Appendix B) and Screening Disclosure Form (Appendix C)</p> <p>Participate in role specific training, orientation, and monitoring as considered necessary by the organization</p>	<ul style="list-style-type: none"> • CAC Safe Sport Training or • Respect in Sport for Activity Leaders <p>All Coaches Required:</p> <ul style="list-style-type: none"> • CAC Making Ethical Decisions Certified
Level 2 Medium Risk	<p>a) Volunteers working in a regular capacity and who are in a position of authority.</p> <p>b) Non-Coach Employees</p> <p>c) Coaches who report to another Coach.</p> <p>d) Directors (all levels)</p> <p>e) Officials working in a position of authority</p>	<p>Same as Level 1 plus:</p> <p>Provide an Enhanced Policy Information Check (E-PIC).</p> <p>For new-hires, provide one letter of reference related to the position.</p> <p>Provide a driver's abstract, if requested/required by virtue of the position.</p>	
Level 3 High Risk	<p>a) Senior Coaches</p> <p>b) Any coach or employee who will travel with athletes for overnight trips.</p>	<p>Same as Level 2 plus:</p> <p>Provide a Vulnerable Sector Check in addition to E-PIC</p> <p>For new-hires, a second letter of reference from a previous relevant sport related employer.</p>	

Screening Requirements Matrix

Young People

Young People

Canoe Kayak Canada and its Members define a young person as someone who is younger than 18 years old. When screening young people, Canoe Kayak Canada and its Members will:

- a) Not require the young person to obtain a VSC or E-PIC; and
- b) In lieu of obtaining a VSC or E-PIC, require the young person to submit up to two (2) additional letters of reference.

Specific Roles Classification Chart

Note: This Chart is not intended to be comprehensive; organizations should assess the level of risk of any role not specified below based on the position of authority that the role puts a person in, the participants over whom they will have authority and the behaviours expected in the role they will be put in.

Level 1 Low Risk	Parents and other individuals acting as informal, non-regular volunteers who are not in a position of authority. Race or Event volunteers, for example timers, safety boat operators, registration coordinators.
Level 2 Medium Risk	Volunteers working in a regular capacity and who are in a position of authority (i.e. Volunteer program coordinators, volunteer directors or others in charge of competitions). All paid employees including Part-Time or Assistant Coaches (please refer to the guidance on Young People above) Board of Directors at all organizations including Club, Provincial/Territorial Organizations and National Boards and Committees. Officials working in a position of authority including, all sprint accredited officials. Instructors Marathon: Chief of Race or Event Organizer, Chief of Course Safety Officers
Level 3 High Risk	Full time coaches A Coaches or other employees who oversee other Coaches. Coaches who travel with athletes for overnight trips.