



EDMONTON ROWING CLUB

Edmonton Rowing Club (ERC) Screening Policy

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| Policy Title | Edmonton Rowing Club (ERC) Screening Policy |
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| Replaces and/or amends | New policy |
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Table of Contents

| | |
|--|---|
| Edmonton Rowing Club (ERC) Screening Policy..... | 1 |
| Purpose..... | 2 |
| Application..... | 2 |
| Policy Statement..... | 2 |
| Definitions | 2 |
| Responsibilities | 2 |
| References | 3 |
| Questions..... | 3 |
| Procedures..... | 3 |

Purpose

1. The purpose of this policy is to minimize the risk to the ERC's members, volunteers, and staff through appropriate background screening of prospective and current employees, volunteers, and chaperones.

Application

2. This policy applies to adults and includes newly hired/engaged personnel, third party contractors, and current employees, delegates, and volunteers who have a significant change in responsibilities within the ERC.

Policy Statement

3. The ERC is committed to ensuring programs and services are delivered through individuals whose criminal histories are confirmed through a police background check that includes a name-based Canadian Criminal Record Check (CRC), and a Vulnerable Sector Screen (VSS) where applicable. For this reason, employment, engagement, or contractual services with the ERC are conditional upon the completion of a clear CRC.

Definitions

4. For the purposes of this policy, employment refers to a formal agreement for an individual to provide remunerated services to the ERC, and engagement refers to a formal agreement for an individual to provide non-remunerated services to the ERC.

Responsibilities

5. The Executive Committee (Executive) is responsible for human resources management and therefore to ensure that screening procedures outlined in this policy have been completed prior to making an offer of employment or engagement.
6. The Executive is responsible to ensure that appropriate procedures are implemented to protect the personal information of individuals who have provided CRC and VSS documents.
7. The prospective employee or volunteer is responsible to provide evidence of a clear CRC to the Executive.
8. Coaches are responsible to register in the Rowing Canada Aviron Web Registration System, and to submit a completed CRC to RCA every 3 years, in accordance with the [RCA Safe Sport Guidelines](#). Coaches born before February 28, 1996 must obtain and provide a VSS in addition to the CRC.
9. RCA is responsible to review and determine appropriate action in any case where a member organization of RCA has confirmed that a coach's CRC or VSS is not 'clear.'

References

10. This policy is read in conjunction with The ERC Code of Conduct, the [ARA Draft Screening Policy](#), and the [RCA Coach Background Screening Policy](#).

Questions

11. Direct any questions about this policy to the [ERC Vice-President](#).

Procedures

12. Before employing or engaging an individual, the Executive must obtain a clear CRC for that individual, including VSS when required.
13. All active coaches must register annually in the role of coach within the Rowing Canada Aviron Web Registration system.
14. All active coaches must provide a CRC and, if the coach was born before February 28, 1986, a VSS, to RCA and to the member organization(s) where coaching is being done.
15. Individuals employed by or engaged by the ERC must renew their CRC and submit it to RCA and the Vice-President every three years.
16. All parents wishing to chaperone junior rowers at an away regatta must complete a CRC with VSS prior to the away regatta. The CRC and VSS must be submitted to the Vice-President and will remain on file for 3 years. It must be renewed after the 3-year period if the parent wishes to continue acting as an official regatta chaperone.

INDEX

C

Canadian Criminal Record Check · 2
chaperones · 2
CRC · 2, 3

E

employees · 2

S

screening · 2

V

volunteers · 2
VSS · 2, 3
Vulnerable Sector Screen · 2