

DPC SCREENING POLICY – OCTOBER 13, 2022

Definitions

1. The following terms have these meanings in this Policy:
 - a) **Board** – means DPC’s Board of Directors
 - b) **COO** – means DPC’s Chief Operating Officer
 - c) **CRC** – means a Criminal Record Check, which includes a search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
 - d) **Direct supervision** – means providing direct, on-deck support and supervision by a competition-introduction coach or higher for any learn to dive or instruction beginner coaches
 - e) **DPC** – means Diving Plongeon Canada
 - f) **DPC Activities** – means any activities that are provided, sponsored, supported, sanctioned, or recognized by DPC or its Members (as defined in DPC’s by-laws)
 - g) **E-PIC** – means Enhanced Police Information Check, which includes a Criminal Record Check plus a search of Local Police Information, available from Sterling Backcheck
 - h) **LPI** – means Local Police Information, including additional conviction and selected non-conviction information in national and local police data sources which may be relevant to the position sought
 - i) **Registrant** – means an individual who is registered to participate in DPC Activities and includes recreational and competitive divers, national team athletes, coaches, officials, administrators, and volunteers who serve on executives, committees and boards of directors of diving clubs, Members and DPC.
 - j) **VSC** – means Vulnerable Sector Check, being a detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, Local Police Information, and the Pardoned Sex Offender database
 - k) **Vulnerable Participants** – means children under the age of 18 years, and adults who, because of age, disability, or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority

Preamble

2. DPC acknowledges that screening of all individuals involved in DPC Activities is necessary to provide a safe sporting environment, and that such screening is a common practice among other organizations providing programs and services to the sport community.

Application of this Policy

3. This Policy applies to all Registrants and all individuals in a position of authority in DPC Activities, including all individuals involved in the supervision of Vulnerable Participants and all coaches at all levels of Canadian diving.
4. The Board has established the Operational Guidelines forming part of this Policy.
5. The Board and the COO may amend the Operational Guidelines from time to time, without notice.
6. The individuals who are subject to screening will be determined in accordance with the Operational Guidelines.

Screening Committee

7. The Board shall establish a Screening Committee composed of three (3) to five (5) individuals, to be appointed by the Board.
8. The Board will ensure that the individuals appointed to the Screening Committee possess the requisite skills, knowledge, and ability to accurately screen documents and render decisions under this Policy.
9. The implementation of this Policy shall be the responsibility of the Screening Committee.
10. The Screening Committee is responsible for reviewing all documents submitted for screening, and based on the review, making decisions regarding an individual's suitability and fitness to participate in DPC Activities.
11. 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.
12. Where the Screening Committee determines that an interview is appropriate and would be helpful, the Screening Committee's may request that the individual attend an interview with the Screening Committee.
13. Nothing in this Policy restricts or limits the Screening Committee from requesting an individual's

authorization to contact any professional, sporting, or other organization to assess the individual's suitability to participate in DPC Activities.

14. Nothing in this Policy restricts or limits the Screening Committee from requesting further information from an individual on more than one occasion, subject to the individual's right to insist that the Screening Committee decide his/her suitability to participate in DPC Activities based on the information before it.
15. The Screening Committee may, where appropriate, draw an adverse inference from an individual's failure to provide information, answer inquiries or participate in an interview.
16. When assessing an individual's screening application, the Screening Committee shall determine whether there is reason to believe that allowing such individual to participate in DPC Activities poses a risk to DPC, any Vulnerable Person, or any other individual.
17. The fact that an individual has been previously penalized for a prior civil, criminal, or other offence does not prevent the Screening Committee from considering that offence as part of the individual's screening application.
18. If the Screening Committee determines, based on the individual's screening application and in addition to any further material received by it, that the individual does not pose a risk to DPC, any Vulnerable Person or any other individual, the Screening Committee shall approve the individual's application, subject to the Screening Committee's right to impose conditions.
19. If the Screening Committee decides to deny an individual's application or to approve an individual's application with conditions, a copy of the Screening Committee's decision shall be provided to the applicant and to the Board, and the Board shall have the right to disseminate the decision as it sees fit to best fulfil the mandate of DPC.
20. An individual whose screening application has been denied or revoked may not re-apply to participate in DPC's Activities for two (2) years from the date the rejected application was made.

Screening Requirements

21. A Screening Requirements Matrix is set out in the Operational Guidelines at **Appendix A**.

Young People

22. For purposes of this Policy, a "young person" means a person under the age of 18 years.
23. The Screening Committee may request that a young person seeking to participate in DPC Activities complete a young person's declaration form and to perform such additional steps as are set out in the Operational Guidelines.

24. Notwithstanding the above, the Screening Committee may require a young person to obtain a VSC or E-PIC if it suspects that the young person has an adult conviction and therefore has a criminal record. In these circumstances, the Screening Committee will be clear in its request that it is not asking for the young person's *youth record*.
25. DPC shall not make any request to see a young person's youth record.

Criminal Record Checks

26. DPC requires that individuals submit Criminal Record Checks according to the federal and provincial legislation applicable in the province or territory of their primary residence.

Renewal

27. Individuals are required to submit new documents as set out by the Operational Guidelines.
28. The Screening Committee may re-open an individual's screening application for additional screening at any time (including before and after approval, and with or without conditions), if the Screening Committee becomes aware of new information that, in the discretion of the Screening Committee, could affect the assessment of the individual's suitability for participation in DPC Activities, or the individual's interactions with other individuals involved with DPC.

Training, and Monitoring

29. The type and amount of orientation, training, and monitoring required by an individual will be determined by the Screening Committee based on the individual's level of risk.

Procedure

30. Screening documents must be submitted to the Screening Committee.
31. An individual who refuses or fails to provide the necessary screening documents will be ineligible to participate in DPC Activities. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.
32. DPC understands that there may be delays in receiving the results of an E-PIC or a VSC. Upon recommendation by the Screening Committee and at the discretion of the Board, an individual may be permitted to participate in DPC Activities during the delay. This permission may be withdrawn at any time and for any reason.
33. DPC recognizes that different information will be available depending on the type of screening document that the individual has submitted. For example, an E-PIC 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.

34. Following the review of the screening documents, the Screening Committee shall make one of the following decisions:
 - a) The individual has passed screening and is eligible to participate in DPC Activities;
 - b) The individual has passed screening and may participate in DPC Activities with conditions;
 - c) The individual has not passed screening and is not eligible to participate in DPC Activities; or
 - d) More information is required from the individual prior to making a decision whether the individual is eligible to participate in DPC Activities.
35. Notwithstanding any other provision of this policy, an individual's conviction, at any time, for any of the following Criminal Code offences will result in an automatic determination that the individual has not passed screening and is not eligible to participate in DPC Activities:
 - a) Any offence involving trafficking of illegal drugs or substances listed on the Canadian Anti-Doping Program's Prohibited List;
 - b) Any offence involving child pornography;
 - c) Any sexual offence involving a minor;
 - d) Any offence of assault involving a minor; and
 - e) Any offence of physical or psychological violence involving a minor.
36. The Screening Committee may decide that an individual has not passed screening if the screening documentation reveals any of the following Criminal Code offenses:
 - a) Any sexual offense other than involving a minor;
 - b) Any offence of assault other than involving a minor;
 - c) Any offence of physical or psychological violence other than involving a minor; and
 - d) Any offence involving theft or fraud.
37. In making its decision, the Screening Committee will consider the type of offense, date of offense, and relevance of the offense to the position or role sought.

38. If the Screening Committee determines the individual has failed screening (other than for an offense involving a minor, which results in an automatic determination that the individual is not eligible to participate in DPC Activities), its decision will be communicated to the Board who will determine whether such conviction is also an infraction under the DPC Policy Relating to Conduct resulting in immediate expulsion from DPC.

Conditions and Monitoring

39. The Screening Committee may determine that incidents revealed on an individual's screening documents may allow the individual to pass the screening process and participate in a desired position with conditions imposed.
40. 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 to determine how adherence to conditions may be monitored.

Records

41. All records provided to the Screening Committee 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.
42. The records kept as part of the screening process include but are not limited to:
- a) The individual's screening application;
 - b) The individual's VSC;
 - c) The individual's E-PIC (for a period of three years);
 - d) The individual's Screening Disclosure Form (for a period of one year);
 - e) Records of any conditions attached to an individual's registration by the Screening Committee; and
 - f) Records of any sanctions or discipline applied to any individual by DPC, by a Provincial section or Club, or by another sport organization.

Appeals

43. All appeals of decisions made in accordance with this Policy are subject to appeal pursuant to DPC's Appeal Policy



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Policy History	
Approved	
Next Review Date	

Operational Guidelines

The following standards are established under the authority of the Screening Policy and may be amended without notice by the Board or the COO.

Scope

1. The following individuals are subject to screening under this Policy:

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 who do not have unsupervised access to Vulnerable Participants. Examples:

- a) Some volunteers at national events
- b) Instruction beginner level coaches teaching Learn-to-Dive or a similar program and who are under the direct supervision of a Comp Intro coach or higher, or who are helping on a non-regular or informal basis
- c) Parents or youth assisting while on the pool deck
- d) Some non-coach employees who are not involved with finances

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:

- a) Athlete support personnel
- b) Non-coach employees or managers
- c) DPC Directors
- d) Officials - Levels 1-3
- e) NCCP Coaches
- f) DPC Staff

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:

- a) Full time coaches

- b) Coaches who travel with Athletes
- c) Coaches who could be alone with Athletes
- d) Athlete support personnel and IST service providers
- e) Level 4 & 5 Officials

Screening Requirements

2. It is the policy of DPC that when an individual is first engaged by the organization:

Low risk individuals over the age of 18 will:

- i. Complete a Screening Disclosure Form (**Appendix C**) annually
- ii. Complete a Screening Declaration Form (**Appendix B**)
- iii. Complete a VSC once
- iv. Complete an E-PIC every 3 years
- v. Complete safe sport training corresponding to their role (listed in **Appendix A** under education / training)

Low risk individuals under the age of 18 will:

- i. Complete a Young Person Declaration Form annually (**Appendix H**)
- ii. Complete safe sport training corresponding to their role (listed in **Appendix A**)

Medium risk individuals will:

- i. Complete a Screening Disclosure Form (**Appendix C**) annually
- ii. Complete a Screening Declaration Form (**Appendix B**) annually
- iii. Complete and provide an E-PIC every three years
- iv. Complete a VSC once
- v. Complete safe sport training corresponding to their role (listed under education/ training in **Appendix A**)

High Risk individuals will:

- i. Complete a Screening Disclosure Form (**Appendix C**) annually
- ii. Complete a Screening Declaration Form (**Appendix B**) annually
- iii. Complete and provide an E-PIC every three years
- iv. Complete a VSC once
- v. Complete safe sport training corresponding to their role (listed in **Appendix A**)

- a) If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to DPC. Additionally, the individual will inform DPC of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form. Failure to report any changes in their circumstance will result in disciplinary proceedings.
- b) If DPC learns that an individual has provided false, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with the *Discipline and Complaints Policy*.

Criminal Record Checks

3. For participants located in Ontario, DPC understands that the Police Record Checks Reform Act, 2015 requires the individual to consent in writing before requesting a criminal record check (such as an E-PIC). The Act also requires the individual to consent in writing for any disclosure of the results to the requesting organization.
4. For participants located in BC, DPC understands that the process for obtaining a Criminal Record Check is different than in other provinces and territories and that sections of this policy relating to obtaining a Criminal Record Check may not apply. In such cases, the Screening Committee will provide participants with directions pursuant to the following website:
<https://www.viasport.ca/free-criminal-records-checks>
5. 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. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
6. DPC understands that they may be required to assist an individual with obtaining a VSC. A Request for VSC (Appendix G) may need to be submitted or other documentation may need to be completed that describes the nature of the organization and the individual's role with Vulnerable Participants.

Young Persons

7. When screening young people, DPC may:
 - a) Not require the young person to obtain a VSC or E-PIC; and
 - i. In lieu of obtaining a VSC or E-PIC, require the young person to complete training as described in the Screening Requirements Matrix (**Appendix A**)
 - ii. Require the young person to complete a Young Person Declaration Form (**Appendix H**)

Renewal

8. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit an E-PIC, Screening Disclosure Form, or Screening Renewal Form, are required to submit the documents as follows:
 - a) An E-PIC every three years
 - b) A Screening Disclosure Form annually
 - c) A Screening Renewal Form annually
 - d) A Vulnerable Sector Check once
 - e) Safe sport education / training as required

Appendix A – Screening and Safe Sport Education Matrix

PROVINCIAL

Risk Level	Roles	Education/Training	Screening
Low Risk	a) Parents or youth assisting with or coaching on pool deck b) Anyone coaching occasionally on an informal basis c) Instruction beginner coaches d) Learn to dive coaches	<ul style="list-style-type: none"> • CAC Safe Sport training or Respect in Sport Activity Leaders or Commit to kids 	Under 18 years of age: <ul style="list-style-type: none"> • Complete a Youth Declaration form Annually (Appendix H) Over 18 years of age: <ul style="list-style-type: none"> • Complete a DPC Declaration (Annually-Appendix B) • Complete a DPC Disclosure (Annually-Appendix C) • Complete a Vulnerable sector check (once) • Provide a completed E-PIC (Every 3 years)
	Volunteers at provincial/club events	<ul style="list-style-type: none"> • May consider CAC Safe Sport training or Respect in Sport Activity Leaders, or Commit to Kids training 	<ul style="list-style-type: none"> • Complete a volunteer application (Appendix D) or volunteer screening renewal form (Appendix E) • May consider completing a vulnerable sector check
	Non-coach employees or managers	<ul style="list-style-type: none"> • CAC Safe Sport training or Respect in Sport Activity Leaders 	<ul style="list-style-type: none"> • Complete a DPC Declaration (Annually- Appendix B) • Complete a DPC Disclosure (Annually- Appendix C)
	Officials Levels 1-3	<ul style="list-style-type: none"> • Respect in sport for Officials 	<ul style="list-style-type: none"> • Declaration / Disclosure
Medium Risk	a) Athlete support personnel b) Bookkeepers c) Directors	<ul style="list-style-type: none"> • Respect in Sport Activity leader, CAC Safe Sport Training or Commit to Kids 	<ul style="list-style-type: none"> • Complete DPC Declaration annually (Appendix B) • Complete DPC Disclosure annually (Appendix C) • Provide a vulnerable sector check (Once) • Complete and provide an E-PIC every 3 years

**Screening and Safe Sport Education Matrix
NATIONAL**

Risk Level	Roles	Education/Training	Screening
Low Risk	Volunteers at national events	<ul style="list-style-type: none"> • CAC Safe Sport training (depending on the role) • DPC/ISS to provide hands on training (depending on role) 	<ul style="list-style-type: none"> • Complete a volunteer application form (Appendix D) or volunteer screening renewal form (Appendix E) <p>Recommended:</p> <ul style="list-style-type: none"> • Complete a vulnerable sector check depending on the role • Volunteers should also be endorsed by host committee
	Anyone coaching occasionally on an informal basis EG: Guest coaches	<ul style="list-style-type: none"> • CAS Safe Sport training or Respect in Sport Activity Leaders 	<ul style="list-style-type: none"> • Complete a DPC Declaration (Annually-Appendix B) • Complete a DPC Disclosure (Annually-Appendix C) • Provide a vulnerable sector check once and • Complete and provide an E-PIC
Medium Risk	a) National Office staff and contractors b) Directors c) Athlete support personnel d) All Competition Introduction coaches	<p>National office staff, contractors, and Directors:</p> <ul style="list-style-type: none"> • Respect in the workplace <p>Coaches and Athlete Support Personnel:</p> <ul style="list-style-type: none"> • Respect in Sport Activity leader, CAC Safe Sport Training or Commit to Kids • MED Certified (coaches only) 	<p>National office staff and contractors:</p> <ul style="list-style-type: none"> • Complete DPC Disclosure (Appendix C) and Declaration (Appendix B) • Provide a vulnerable sector check and • Complete and provide an E-PIC <p>Coaches and Athlete Support Personnel:</p> <ul style="list-style-type: none"> • Complete DPC Declaration (Annually-Appendix B) • Complete DPC Disclosure (Annually Appendix C) • Provide a vulnerable sector check (Once) and • Complete and provide an E-PIC
High Risk	a) Comp Dev and higher coaches b) Coaches who travel with athletes c) Coaches who could be alone with athletes	<ul style="list-style-type: none"> • Respect in Sport Activity Leader, CAC Safe Sport Training or Commit to Kids. • MED Certified (Coaches only) 	<ul style="list-style-type: none"> • Complete DPC Declaration (Annually-Appendix B) • Complete DPC Disclosure (Annually Appendix C) • Provide a vulnerable sector check (Once) and • Complete and provide an E-PIC (Every 3 years)
	Officials level 4 & 5	<ul style="list-style-type: none"> • Respect in Sport for Officials 	<ul style="list-style-type: none"> • Complete DPC Declaration (Annually-Appendix B) • Complete DPC Disclosure (Annually Appendix C)

			<ul style="list-style-type: none"> • Provide a vulnerable sector check (Once) and • Complete and provide a Police record check (Every 3 years)
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Appendix B – Coach Declaration Form

Coaches are in a position of trust and are respected for their integrity, honesty, and commitment to the DPC Code of Conduct and Ethics. I acknowledge that in order to register as a competitive coach with DPC, I must agree with the following statements.

- I have read DPC's *Coach Screening Policy*
<https://diving.ca/wp-content/uploads/2019/02/Coach-Screening-Policy.pdf>
- I have completed and uploaded DPC's Screening Disclosure Form
- I will not violate the WADA Code, the Canadian Anti-Doping Program, or any equivalent program in another country.
- I have completed the applicable Criminal Records Check(s) and uploaded the document(s) as required
- If required, I have completed a Vulnerable Sector Check and have uploaded the document

Name: _____

If I am unable to agree with any of the above statements, I will contact the Screening Committee c/o Penny Joyce penny@diving.ca to discuss my circumstances.

If required, deliver your Criminal Record Check and/or Vulnerable Sector Verification to DPC electronically to Tracy Bradley, Manager Coach Program's tracy@diving.ca or by mail to (DPC 312-700 Industrial Ave Ottawa, ON K1G 0Y9) in an envelope marked 'Confidential'.

All correspondence must be received at the DPC office by 5pm on Thursday October 15th in order to be eligible for registration within your Province.

Appendix C – Screening Disclosure Form

NAME: _____
First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

CLUB (if applicable): _____ **EMAIL:** _____

Note: Failure to disclose truthful information below may be considered an intentional omission and the loss of volunteer responsibilities or other privileges

1. Have you been convicted of a crime? If so, please complete the following information for each conviction. Attach additional pages as necessary.

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

2. Have you ever been disciplined or sanctioned by a sport governing body or by an independent body (e.g., private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position? If so, please complete the following information for each disciplinary action or sanction. Attach additional pages as necessary.

Name of disciplining or sanctioning body: _____

Date of discipline, sanction or dismissal: _____

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 DPC to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Enhanced Police Information 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 Divisions, Clubs, and other organizations involved in the governance of sport. DPC 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 DPC 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: _____



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Appendix D – Volunteer Application Form

Note: Individuals who are applying to volunteer or work within certain positions with DPC must complete this Application Form. Individuals need to complete an Application Form once for the position sought. If the individual is applying for a new position within DPC, a new Application Form must be submitted.

NAME: _____
First Middle Last

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

EMAIL: _____ **PHONE:** _____

POSITION SOUGHT: _____

DO YOU HAVE A CURRENT AFFILIATION WITH DIVING? YES _____ NO _____

IF YES, PLEASE CHOOSE THE ROLE(S) THAT APPLY BELOW:

PAST PARTICIPANT _____, CURRENT PARTICIPANT _____, RELATED TO AN ACTIVE MEMBER OF THE SPORT _____

PLEASE LIST OTHER DIVING EVENTS YOU HAVE WORKED AT:

By signing this document below, I agree to adhere to the policies and procedures of DPC, including but not limited to the *Code of Conduct and Ethics*, *Conflict of Interest Policy*, *Privacy Policy*, and *Screening Policy*. Policies are located at the following [link](#):

I recognize that I must pass certain screening requirements depending on the position sought, as outlined in the *Screening Policy*, and that the Screening Committee will determine my eligibility to volunteer or work in the position.

NAME (print): _____ **DATE:** _____



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SIGNATURE: _____



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Appendix E – Volunteer Screening Renewal Form

NAME: _____
First Middle Last

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

EMAIL: _____ **PHONE:** _____

By signing this document below, I certify that there have been no changes to my criminal record since I last submitted an Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form (“Personal Document”) to DPC. I further certify that there are no outstanding charges and warrants, judicial orders, peace bonds, probation or prohibition orders, or applicable non-conviction information, and there have been no absolute and conditional discharges.

I agree that any Personal Document that I would obtain or submit on the date indicated below would be no different than the last Personal Document that I submitted to DPC. I understand that if there have been any changes, or if I suspect that there have been any changes, it is my responsibility to obtain and submit a new Personal Document to DPC’s Screening Committee instead of this form.

I recognize that if there have been changes to the results available from any Personal Document and if I submit this form improperly, then I am subject to disciplinary action and/or the removal of volunteer responsibilities or other privileges at the discretion of the Screening Committee.

NAME (print): _____ **DATE:** _____

SIGNATURE: _____

Appendix G – Request For Vulnerable Sector Check

Note: DPC must modify this letter to adhere to any requirements from the VSC provider

INTRODUCTION

[insert Organization] is requesting a Vulnerable Sector Check for _____ [insert individual's full name] who identifies as a _____ [insert gender identity] and who was born on _____ [insert birthdate].

DESCRIPTION OF ORGANIZATION

[insert Organization] is a not-for-profit [national, provincial/territorial, local] organization for the sport of [insert sport] located in [location].

[Insert additional description]

DESCRIPTION OF ROLE

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

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

CONTACT INFORMATION

If more information is required from [insert Organization], please contact the Screening Committee Chair:

[Insert information for Screening Committee Chair]

Signed: _____ Date: _____



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Appendix H – Annual Youth Declaration Form

NAME: _____
First Middle Last

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

EMAIL: _____ **PHONE:** _____

Coaches are in a position of trust and are respected for their integrity, honesty, and commitment to a code of ethics. I acknowledge that in order to register as a coach with DPC, I must agree with the following statements.

- I have read DPC's *Coach Screening Policy*
<https://diving.ca/wp-content/uploads/2019/02/Coach-Screening-Policy.pdf>
- I will not violate the WADA Code, the Canadian Anti-Doping Program, or any equivalent program in another country.
- I have completed the required Safe Sport Training administered by the Coaching Association of Canada

I recognize that I must pass certain screening requirements depending on the position sought, as outlined in the *Screening Policy*, and that the Screening Committee will determine my eligibility to volunteer or work in the position.

NAME (print): _____ **DATE:** _____

SIGNATURE: _____

If I am unable to agree with any of the above statements, I will contact the Screening Committee c/o Penny Joyce penny@diving.ca to discuss my circumstances.

If required, deliver your Criminal Record Check and/or Vulnerable Sector Verification to DPC electronically to Tracy Bradley, Manager Coach Program's tracy@diving.ca or by mail to (DPC 312-700 Industrial Ave Ottawa, ON K1G 0Y9) in an envelope marked 'Confidential'.

All correspondence must be received at the DPC office by in order to be eligible for registration within your



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Province