



Screening Policy

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Definitions

1. [Defined terms](#) used in the Screening Policy include:
 - a) *Athlete*
 - b) *Athlete Support Personnel*
 - c) *Criminal Record Check (CRC)*
 - d) *Enhanced Police Information Check (E-PIC)*
 - e) *Member Association*
 - f) *Member Curling Club or Facility*
 - g) *Minor*
 - h) *Organization(s)*
 - i) *Organizational Participant(s)*
 - j) *Vulnerable Participant or Vulnerable Organizational Participant*
 - k) *Vulnerable Sector Check (VSC)*

Preamble

2. The *Organization(s)* 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

3. This policy applies to all individuals whose position with the *Organization(s)* is one of trust or authority which may relate to, at a minimum, finances, supervision, or *Vulnerable Organizational Participants*.
4. Not all individuals associated with the *Organization(s)* will be required to obtain a *Criminal Record Check* or submit screening documents because not all positions pose a risk of harm to the *Organization(s)* or *Organizational Participants*. The *Organization(s)* will determine which individuals will be subject to screening using the following guidelines (The Organization may vary the guidelines at their discretion):

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

Level 2 – Medium Risk – Organizational 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 Organizational Participants*. Examples include:

- a) *Athlete Support Personnel*;
- b) Non-coach employees/contractors or managers;
- c) Directors;
- d) Coaches who are typically under the supervision of another coach; and
- e) Officials.

Level 3 – High Risk – Organizational 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 Organizational 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

5. The implementation of this policy is the responsibility of the Screening Committee which is a committee composed of either one (1) or three (3) individuals. The *Organization(s)* will ensure that the individuals appointed to the Screening Committee possess the requisite skills, knowledge, and abilities to accurately screen documents and render decisions under this policy.
6. The Screening Committee is responsible for reviewing all documents submitted and based on the review, making decisions regarding the appropriateness of individuals filling positions within the *Organization(s)*. 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.
7. Nothing in this policy restricts or limits the Screening Committee from requesting that the individual attend an interview with the Screening Committee if the Screening Committee considers that an interview is appropriate and necessary to screen the individual's application.
8. Nothing in this policy restricts or limits the Screening Committee from requesting the individual's authorization to contact any professional, sporting, or other organization to assess the individual's suitability for the position that they are seeking. The Screening Committee may also request further information from the individual on more than one occasion, subject to the individual's right to insist that the Screening Committee decide based on the information before it.
9. The Screening Committee may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.
10. When assessing an individual's screening application, the Screening Committee shall determine whether there is reason to believe that the individual may pose a risk the *Organization (s)* or to another individual.

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

Screening Requirements

15. A Screening Requirements Matrix is provided as **Appendix A**.
16. It is the policy of the *Organization* that when an individual is first engaged by the *Organization*:
 - a) Level 1 individuals 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 individuals will:
 - i. complete an Application Form (**Appendix B**);
 - ii. complete a Screening Disclosure Form (**Appendix C**);
 - iii. complete and provide an *E-PIC*;

- 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 individuals will:
- i. complete an Application Form (**Appendix B**);
 - ii. complete a Screening Disclosure Form (**Appendix C**);
 - iii. complete and provide an *E-PIC* and a *VSC*;
 - 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.
- d) If an individual subsequently receives a charge, conviction for, or is found guilty of, an offence they will report this circumstance immediately to the *Organization(s)*. Additionally, the individual will inform the *Organization(s)* of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
- e) If the *Organization(s)* 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*.

Minors

17. For the purposes of this policy, the *Organization(s)* defines a *Minor* as someone who is younger than 19 years of age. When screening *Minors*, the *Organization(s)* will:
- a) not require the *Minor* to obtain a *VSC* or *E-PIC*; and
 - b) in lieu of obtaining a *VSC* or *E-PIC*, require the *Minor* to submit up to two (2) additional letters of reference.

18. Notwithstanding the above, the *Organization(s)* may ask a *Minor* to obtain a VSC or *E-PIC* if the *Organization(s)* suspects the *Minor* has an adult conviction and therefore has a criminal record. In these circumstances, the *Organization(s)* will be clear in its request that it is not asking for the *Minor's youth record*. The *Organization(s)* understands that they may not request to see a *Minor's* youth record.

Renewal

19. 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 (3) years;
 - b) a Screening Disclosure Form every three (3) years;
 - c) a Screening Renewal Form (**Appendix D**) every year; and
 - d) a VSC every three (3) years.
20. At any time, including after either the submission of an individual's application or its approval (with or without conditions), the Screening Committee may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of the *Organization(s)*, could affect the assessment of the individual's suitability for participation in the programs or activities of the *Organization(s)*, or the individual's interactions with other individuals involved with the *Organization(s)*.

Orientation, Training, and Monitoring

21. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at the discretion of the *Organization(s)*.
22. Orientation may include, but is not limited to, introductory presentations, facility tours, equipment demonstrations, guardian/parent and *Athlete* meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.
23. Training may include, but is not limited to, certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.

24. At the conclusion of orientation and training, the individual may be required to acknowledge, in written form, that they have received and completed the orientation and training (**Appendix E**).
25. 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 an E-PIC or VSC

26. An *E-PIC* may be obtained online via <http://www.backcheck.net/e-pic.htm>.
27. *Organizational 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.
28. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
29. The *Organization(s)* understands that it may be required to assist an individual 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 the organization and the individual's role with *Vulnerable Organizational Participants*.

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 volunteer or apply for the position sought. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.
32. The *Organization(s)* understands that there may be delays in receiving the results of an *E-PIC* or a *VSC*. At the discretion of the *Organization*, an individual may be permitted to participate in the role during the delay. This permission may be withdrawn at any time and for any reason.
33. The *Organization(s)* 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 offence, 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 will decide:
 - a) the individual has passed screening and may participate in the desired position;
 - b) the individual has passed screening and may participate in the desired position with conditions;
 - c) the individual has not passed screening and may not participate in the desired position; or
 - d) more information is required from the individual.
35. In making its decision, the Screening Committee will consider the type of offence, date of offence, and relevance of the offence to the position sought.
36. The Screening Committee may decide that an individual has not passed screening if the screening documentation reveals any of the following:
 - a) if imposed in the last three (3) years:
 - i. any offence involving the use of a motor vehicle, including but not limited to impaired driving;
 - ii. any offence of assault, physical or psychological violence;
 - iii. any offence involving trafficking or possession of illegal drugs;
 - iv. any offence involving conduct against public morals; or
 - v. any offence involving theft or fraud.
 - b) if imposed at any time:
 - i. any offence involving a *Minor(s)*;
 - ii. any offence involving the possession, distribution, or sale of any child-related pornography; or
 - iii. any sexual offence.

Conditions and Monitoring

37. Excluding the incidents above which, if revealed, would cause the individual to not pass screening, 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.
38. 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

38. 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.
39. The records kept as part of the screening process include but are not limited to:
 - a) an individual's *VSC* (for a period of three (3) years);
 - b) an individual's *E-PIC* (for a period of three (3) years);
 - c) an individual's Screening Disclosure Form (for a period of three (3) years);
 - d) an individual's Screening Renewal Form (for a period of one (1) year);
 - e) records of any conditions attached to an individual's registration by the Screening Committee; and
 - f) records of any discipline applied to any individual by Curling Canada or by another sport organization.

Appendix A – Screening Requirements Matrix

Risk Level	Roles (Note Minor Exception Below)	Training Recommended/Required	Screening
Level 1 Low Risk	a) Parents, youth or volunteers acting in non-regular or informal basis	Recommended: • CAC Safe Sport Training • Respect in Sport for Activity Leaders	• Complete an Application Form (Appendix B) • Complete a Screening Disclosure Form (Appendix C) • Participate in training, orientation, and monitoring as determined by Curling Canada
Level 2 Medium Risk	a) <i>Athlete Support Personnel</i> b) Non-coach employees or managers c) Directors d) Coaches who are typically under supervision of another coach. e) Officials	Recommended based on role: • Respect in Sport for Activity Leaders • Commit to Kids Required: • CAC Safe Sport Training	• Level 1 Requirements • Complete and provide an <i>E-PIC</i> • Provide one letter of reference related to the position, if requested • Provide a driver's abstract, if requested
Level 3 High Risk	a) Full-time Coaches b) Coaches who travel with <i>Athletes</i>	Recommended based on role: • Respect in Sport for Activity Leaders	• Level 2 Requirements • Provide a VSC

	c) Coaches who could be alone with <i>Athletes</i>	• Commit to Kids Required: • CAC Safe Sport Training	
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Minor

For the purposes of this policy, the *Organization(s)* defines a *Minor* as someone who is younger than 19 years old. When screening *Minor*, Curling Canada will:

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

Appendix B – Application Form

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

NAME: _____

First

Middle

Last

CURRENT PERMANENT ADDRESS:

Street

City

Province/Territory

Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____

Month/Day/Year

EMAIL: _____ **PHONE:** _____

POSITION SOUGHT: _____

By signing this document below, I agree to adhere to the policies and procedures of the *Organization*, 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:
[INSERT 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:** _____

SIGNATURE: _____

Appendix C – Screening Disclosure Form

NAME: _____

First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province/Territory 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 Offence: _____

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., sport organization, Abuse-Free Sport, CSSP, 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 Offence: _____

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 the *Organization* 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 member services, and communicating with national sport organizations, provincial/territorial sport organizations, club associations or school associations, and other organizations involved in the governance of sport. The *Organization* 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 the *Organization* 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 D – Screening Renewal Form

NAME: _____

First

Middle

Last

CURRENT PERMANENT ADDRESS:

Street

City

Province/Territory

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 and/or Driver's Abstract ("Personal Document") to the *Organization*. 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 the *Organization(s)*. 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 the *Organization(s)*'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 E – Volunteer Orientation and Training Acknowledgement Form

1. I have the following role(s) with _____ (Organization Name) (circle as many as apply):

Parent/Guardian	Coach	Director/Volunteer	
Athlete	Official	Committee Member	Other

2. As an individual affiliated with _____ (Organization Name), 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: Organization must modify this letter to adhere to any requirements from the VSC provider

INTRODUCTION

_____ (Organization Name) 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

_____ (Organization Name) is a national not-for-profit organization for the sport of curling.

[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, please contact (Organization Name) _____:

[Insert contact information]

Signed: _____ Date: _____