

Screening Policy

of the Coast Sirens Artistic Swimming Club

Policy Number	SCR-001
Version	1.0
Adopted by	Board Resolution
Adoption date	May 14 th , 2026
Review cycle	Annually, and whenever BCAS or CAS update upstream policy
Owner	Board of Directors

1. Purpose

Coast Sirens Artistic Swimming Club (the “Society” or “CSAS”) is committed to protecting the safety and well-being of its participants, particularly minor athletes, through risk-based screening of individuals in positions of trust. This Policy sets out how the Society operationalizes the BC Artistic Swimming Volunteer & Screening Policy and the Canada Artistic Swimming Screening Policy.

2. Adoption by Reference

The Society hereby adopts, as if set out in full in the governance of the Society, the following documents, as amended or replaced from time to time by the authoring bodies:

- BC Artistic Swimming Volunteer & Screening Policy.
- Canada Artistic Swimming Screening Policy and Screening Disclosure Form.

In the event of any inconsistency between this Policy and a document adopted by reference, the adopted document prevails to the extent of the inconsistency.

3. Scope

This Policy applies to every individual who holds a position of trust with the Society, including coaches, instructors, Directors, officers, employees, contractors, chaperones, team managers, and volunteers who have unsupervised contact with minor athletes or access to sensitive personal information.

4. Screening Officer

The Board will designate, by Board Resolution, a Screening Officer. The default Screening Officer is the Secretary. The Screening Officer is responsible for administering this Policy, collecting and securing screening records, and reporting to the Board on screening compliance. The Screening Officer may consult a Screening Committee of two additional Directors where a positive screening result must be assessed.

5. Position Risk Levels

Screening requirements are risk-based. The Society classifies positions into three tiers:

5.1 High risk

Coaches, instructors, chaperones, team managers, and any volunteer who has unsupervised contact with minor athletes. Requirements:

- Vulnerable Sector Criminal Record Check, renewed every three (3) years.



- Two reference checks at first appointment, contacted by the Screening Officer.
- Signed Screening Disclosure Form (CAS form).
- Interview with the Screening Officer or designated Director at first appointment.

5.2 Medium risk

Directors, officers, employees, contractors, and volunteers who have access to sensitive personal information (for example, financial, medical, or registration data) but no unsupervised contact with minor athletes. Requirements:

- Criminal Record Check (standard), renewed every five (5) years.
- Signed Screening Disclosure Form.

5.3 Low risk

Volunteers in administrative, fundraising, or event-support roles with no athlete contact and no access to sensitive information. Requirements:

- Signed Screening Disclosure Form.
- Orientation to the Society's Code of Conduct and Safe Sport Policy.

6. Screening Process

The Screening Officer is responsible for initiating screening at the time a person is offered a position. Screening must be completed before the person commences duties. Where a Criminal Record Check is required, the Society will, where reasonably possible, cover the cost or arrange a fee-waiver letter for use with the local police service.

7. Positive Results

Where a Criminal Record Check, reference check, or Screening Disclosure Form indicates a finding that may bear on the person's suitability for the position, the Screening Officer will convene the Screening Committee. The Screening Committee will review the finding, may interview the person, and will determine whether the person is suitable for the position, suitable subject to conditions, or unsuitable. The decision will be communicated in writing to the person, with reasons. The person may appeal under the Society's Appeals Policy.

8. Privacy and Records

Screening records are personal information governed by the Society's Privacy Policy. Records are held by the Screening Officer in a locked or encrypted location separate from the general member registry. Access is limited to the Screening Officer, the President, and the Screening



Committee where convened. Records are retained for the duration of the person's engagement with the Society plus seven (7) years, and then securely destroyed.

9. Non-Compliance

Failure to complete or maintain required screening will result in the person being immediately stood down from the position until the requirement is met. Continued non-compliance may result in termination of the engagement under the Society's Discipline and Complaints Policy.

10. Review

This Policy will be reviewed by the Board at least annually, and immediately upon notification that BCAS, CAS, or the federal Safe Sport framework has updated the upstream screening framework.