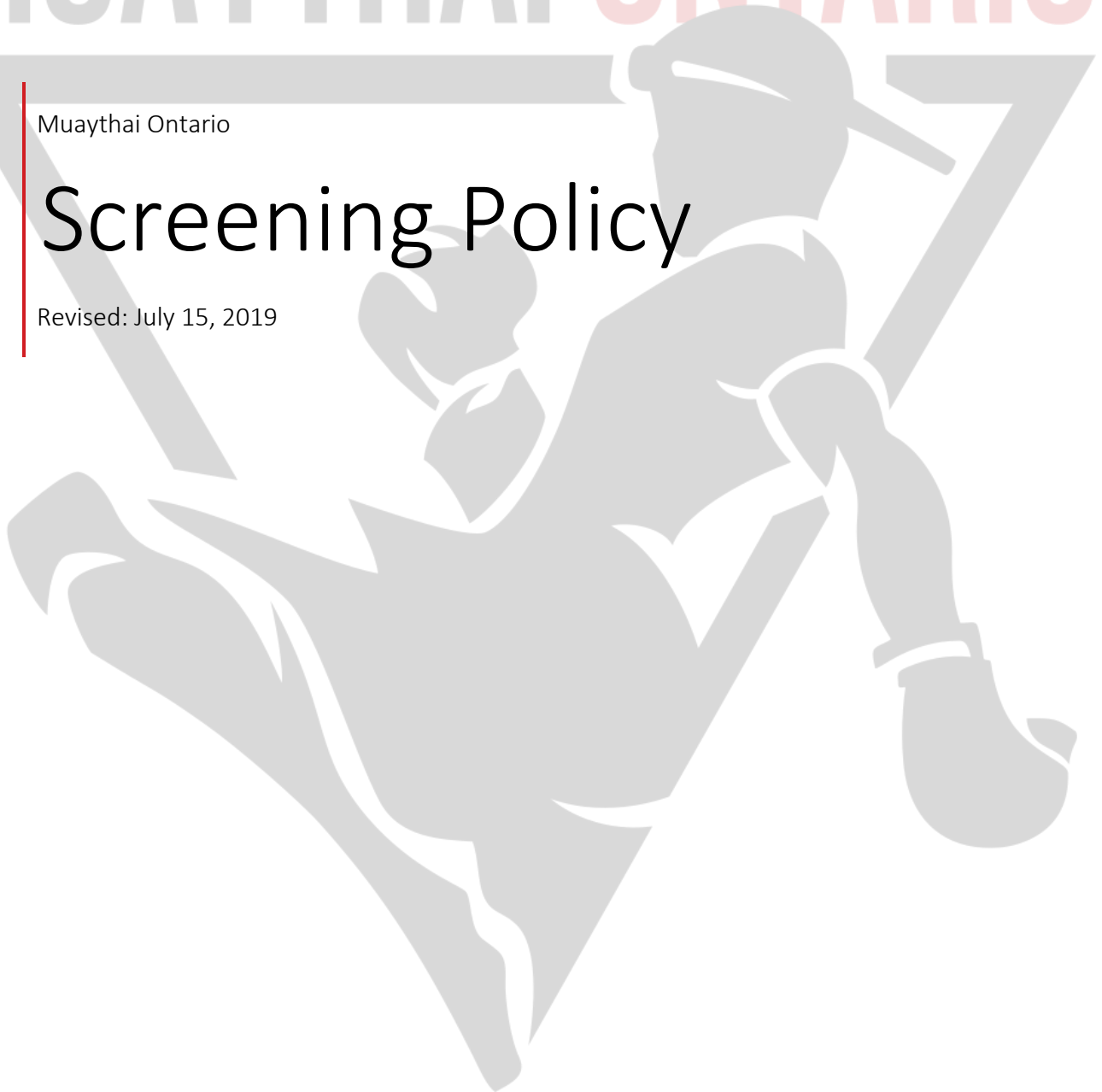


MUAYTHAI ONTARIO

Muaythai Ontario

Screening Policy

Revised: July 15, 2019





REVISION HISTORY

Version	Purpose/Change	Approval Authority	Action Date (DD/MM/YYYY)
1.00	Initial document	Board of Directors	31/10/2016
2.00	VSV & E-PIC, Screening Committee, Sterling Talent Solutions	Board of Directors	09/05/2018
2.01	Clarified screening of minors	Executive Director	04/01/2019

PREAMBLE

1. Muaythai Ontario is committed to providing a sporting environment where all participants feel safe. Muaythai Ontario, therefore, requires the screening of its participants including directors, staff, volunteers, coaches and corners so as to minimize the risk of potential harm to all participants.
2. The screening process is ongoing and is designed to identify participants within Muaythai Ontario who pose a potential risk to Muaythai Ontario and its members, and in particular children and other vulnerable persons.
3. As a part of the Muaythai Ontario Screening Policy, directors, staff, volunteers and coaches will be required to produce an Enhanced Criminal Background Check/Police Record Check, and if necessary a Vulnerable Sector Verification. It is Muaythai Ontario's responsibility to ensure that all information received pursuant to any Enhanced Criminal Background Check/Police Record Check or Vulnerable Sector Verification is maintained in a secure fashion. Failure to maintain this information in a confidential manner will result in disciplinary action being taken against the party or parties responsible for disclosing such information.

APPLICATION – RELEVANT PARTIES

4. The following classes of individuals will be subject to screening:
 - (a) Directors of the Board of Muaythai Ontario;
 - (b) Members of staff employed by Muaythai Ontario;
 - (c) Volunteers working with Muaythai Ontario; and
 - (d) Coaches and Officials registered with Muaythai Ontario.

These individuals shall hereinafter be referred to as the "Relevant Party or Relevant Parties"

RECORDS' CHECKS

5. (a) All current or prospective Relevant Parties born before February 28, 1986, will be required to produce a Vulnerable Sector Verification completed after March 12, 2012, in order to become or remain a member in good standing with Muaythai Ontario or to participate in Muaythai Ontario events and activities;
 - (b) Provided that the Relevant Party's Vulnerable Sector Verification is more than one (1) year old at the date of submission to Muaythai Ontario, the Relevant Party will be required to submit an Enhanced Criminal Background Check/Police Record Check in addition to the Vulnerable Sector Verification;
 - (c) In any event, the Relevant Parties subject to section 5(a) of this Screening Policy will be required to have a new Enhanced Criminal Background Check/Police Record Check prepared every twelve (12) months and submitted to the Screening Committee in order to maintain membership, employment or participation within Muaythai Ontario.

6. (a) Relevant Parties born after February 28, 1986 who have reached the age of majority (18 years), will be required to produce an Enhanced Criminal Background Check/Police Record Check in order to become a member in good standing with Muaythai Ontario or to participate in Muaythai Ontario events and activities.

(b) In any event, the Relevant Parties subject to section 6(a) of this Screening Policy will be required to have a new Enhanced Criminal Background Check/Police Record Check prepared every twelve (12) months and submitted to the Screening Committee in order to maintain membership, employment or participation within Muaythai Ontario.
7. All Relevant Parties who are required to produce an Enhanced Criminal Background Check/Police Record Check or Vulnerable Sector Verification are required to obtain said documents at their own cost.
8. The Screening Committee is obligated to keep the information provided in the Enhanced Criminal Background Check/Police Record Check or Vulnerable Sector Verification confidential and to use it solely for the purposes of screening the Relevant Party. There shall be no dissemination or disclosure of the information to any other agency, body or organization without the specific approval and authorization of the Relevant Party. All confidential information delivered to the Screening Committee shall be kept in a secure manner and destroyed after use.

THE SCREENING COMMITTEE

9. The Muaythai Ontario screening process will be implemented and overseen by the Screening Committee which shall operate independently of the Muaythai Ontario Board of Directors or executive authority.
10. The Screening Committee will be comprised of five (5) members appointed by the Muaythai Ontario Board of Directors. For the purposes of meetings of the Screening Committee a quorum of members will be three (3) members.
11. Members of the Screening Committee will hold office for a term of two (2) years. If a member of the Screening Committee resigns or is otherwise removed from office within this period, a replacement will be appointed by the Muaythai Ontario Board of Directors.
12. The Screening Committee will be responsible for reviewing the Relevant Parties' Enhanced Criminal Background Check/Police Record Check and Vulnerable Sector Verification and making a determination regarding the Relevant Parties' fitness to maintain membership, employment or participation within Muaythai Ontario.
13. The Screening Committee may consult with independent experts including, but not limited to, screening specialists, law enforcement officials and lawyers when making its determination in accordance with section 12 of this Screening Policy.

THE SCREENING PROCESS

14. The Relevant Parties will submit their respective Enhanced Criminal Background Check/Police Record Check or Vulnerable Sector Verification for review.
 - (a) Enhanced Criminal Background Checks/Police Record Checks are to be completed through Sterling Talent Solutions web portal for Muaythai Canada (sterlingtalentsolutions.ca/landing-pages/m/muaythai-canada).
 - (b) Vulnerable Sector Verifications shall be submitted to Muaythai Ontario's website, through the form at muaythaiontario.org/backcheck.
15. The Screening Committee will review the Relevant Party's Vulnerable Sector Verification and/or Enhanced Criminal Background Check/Police record search so as to ascertain whether the Relevant Party has been convicted of any offence that may pose a potential risk to Muaythai Ontario, its members or participants. Such offences include but are not limited to any of the following offences for which an official pardon has not been granted:



- (a) During a Lifetime:
 - (i) Any offence under Part V of the *Criminal Code* R.S.C., 1985, c. C-46 which deals with Sexual Offences, Public Morals and Disorderly conduct or its legal equivalent in another jurisdiction; and
 - (ii) Any act involving theft or fraud.
 - (b) During the last ten (10) years:
 - (i) Any form of assault; and
 - (ii) Any act involving a minor or minors.
 - (c) During the last five (5) years:
 - (i) Any offence related to the trafficking or possession of a controlled drug or substance as defined in the Controlled Drugs and Substances Act or Canadian Anti-Doping Policy; and
 - (ii) Any offence involving the use of a motor vehicle including, but not limited to impaired driving.
 - (d) Matters Pending Judicial Determination:
 - (i) Pending charges for any offence under Part V of the *Criminal Code* R.S.C., 1985, c. C-46 which deals with Sexual Offences, Public Morals and Disorderly conduct or its legal equivalent in another jurisdiction;
 - (ii) Pending charges for any violent offence;
 - (iii) Pending charges for any offence involving the use of a motor vehicle including, but not limited to impaired driving.
16. Every Relevant Party is obligated to immediately inform the Screening Committee if he/she is charged, tried, convicted or involved in any way with a police investigation made in relation to any of the offences noted above.
17. The Screening Committee may also consider any other information gained through the reviewing of the Enhanced Criminal Background Check/Police Record Check and Vulnerable Sector Verification as a whole when evaluating whether the Relevant Party is fit to maintain membership, employment or participation within Muaythai Ontario.
18. The Screening Committee shall make any one of the following decisions upon reviewing the Relevant Party's Enhanced Criminal Background Check/Police Record Check and Vulnerable Sector Verification:
- (a) Approve the Relevant Party's membership, employment or participation within Muaythai Ontario;
 - (b) Deny the Relevant Party's membership, employment or participation within Muaythai Ontario;
 - (c) Approve the Relevant Party's membership, employment or participation within Muaythai Ontario subject to such terms and conditions as the Screening Committee deems appropriate.
19. The decisions of the Screening Committee shall be communicated to the Relevant Party using the Relevant Party's last known email address as stated on the Relevant Party's records with Muaythai Ontario.
20. If a Relevant Party's Enhanced Criminal Background Check/Police Record Check and Vulnerable Sector Verification do not disclose any of the offences enumerated at section 15 or concerns related to sections 16 or 17 above, the Screening Committee will notify Muaythai Ontario administration that the Relevant Party is approved and eligible to maintain membership, employment or participation within Muaythai Ontario in accordance with section 19 above, within fourteen (14) days of receiving the Relevant Party's documentation.



21. If a Relevant Party's criminal background check/police record check and Vulnerable Sector Verification discloses any of the offences enumerated at section 15 or concerns related to sections 16 or 17 above, and the Screening Committee denies the Relevant Party's membership, employment or participation within Muaythai Ontario, or approves same subject to conditions, the Screening Committee will provide its decision to the Relevant Party in accordance with Section 19 above, within thirty (30) days of receiving the Relevant Party's documentation.
22. The Relevant party may appeal the decision of the Screening Committee within fourteen (14) days of receiving email notification of the Screening Committee's decision. Any and all appeals should be directed to the Screening Committee in accordance with the provisions for service identified at section 14 above.