



CALGARY UNDERWATER HOCKEY CLUB

SCREENING POLICY

Approved by	Board of Directors
Effective date	September 5, 2026
Review date	_____

1. Purpose

The Calgary Underwater Hockey Club ("CUHC" or the "Club") is committed to providing a safe, welcoming and positive environment for all participants, particularly children, youth and other vulnerable participants.

Screening is an important part of the Club's risk-management and athlete-safety practices. The purpose of this policy is to establish reasonable screening requirements for individuals who hold positions of trust, authority or responsibility within the Club.

Screening does not eliminate risk and is only one component of the Club's overall approach to participant safety.

2. Application

This policy applies to the following individuals who are eighteen (18) years of age or older:

- all members of the CUHC Board of Directors, including the President, Vice-President, Secretary, Treasurer and Directors;
- the Head Coach;
- all coaches and assistant coaches who regularly participate in CUHC programming involving participants under eighteen (18) years of age;
- any other volunteer, employee or contractor whom the Board determines occupies a position of trust or authority, has significant responsibility for Club finances, or may have regular or unsupervised access to participants under eighteen (18) years of age.

The Board may require screening of another individual where the nature of their responsibilities reasonably warrants it.

3. Screening Requirements

Individuals identified under Section 2 must provide the Club with a satisfactory Police Information Check that includes a Vulnerable Sector Check ("VSC"), where a Vulnerable Sector Check is available and appropriate for the position.

The screening must:

- be completed before, or as soon as reasonably practicable after, the individual begins the applicable role;
- have been issued within the previous six (6) months when initially submitted to the Club; and
- be renewed at least once every three (3) years while the individual continues to hold a position requiring screening.

The Board may require a new check at any time where circumstances reasonably warrant additional screening.

4. Annual Disclosure

During years in which a new Police Information Check/Vulnerable Sector Check is not required, individuals subject to this policy must promptly disclose to the President or another designated Executive member:

- any criminal charge or conviction;
- any court order, prohibition or condition that could reasonably affect their suitability to perform their role;
- any finding of misconduct by a sport organization involving abuse, harassment, maltreatment or inappropriate conduct toward a vulnerable person; or
- any other circumstance that could reasonably affect the safety of CUHC participants or the individual's suitability for a position of trust.

An individual is not required to disclose unrelated personal information that has no reasonable connection to their role with the Club.

5. Review of Screening Information

Screening information will normally be reviewed by two members of the Executive who are not the individual being screened.

Where screening information relates to one of those Executive members, that individual must not participate in reviewing or making decisions regarding their own screening.

A criminal charge, conviction or other disclosed information does not automatically disqualify an individual from participating with CUHC.

The reviewing Executive members will consider:

- the nature and seriousness of the matter;
- how long ago it occurred;
- whether it is relevant to the individual's responsibilities;
- whether the position involves children, youth, finances or another position of trust;
- whether there is a pattern of concerning behaviour; and
- any other circumstances reasonably relevant to participant safety and the interests of the Club.

6. Screening Decisions

Following review, the Club may:

- approve the individual for the position;
- approve the individual subject to reasonable conditions or restrictions;
- request additional information;
- temporarily restrict the individual's duties while additional information is obtained; or
- determine that the individual is not eligible for the position.

An individual will not be permitted to serve in a position involving children or youth where the Board reasonably determines that available screening information presents an unacceptable risk to participant safety.

7. Confidentiality and Records

Police Information Checks, Vulnerable Sector Checks and information disclosed through the screening process are confidential.

Access will be limited to those individuals who reasonably require the information to administer this policy or fulfill the Club's legal or safety responsibilities.

Screening information must:

- be stored securely;
- not be distributed to the general membership or disclosed unnecessarily;
- be used only for legitimate Club screening, safety and risk-management purposes; and
- be disposed of securely when no longer reasonably required.

The Club may maintain a screening record indicating the individual's name, position, date screening was completed, type of screening completed, expiry or renewal date and whether the individual was approved, rather than retaining copies of police documents longer than necessary.

8. Cost of Screening

The Club may reimburse reasonable costs associated with screening required by this policy, subject to Board approval and applicable funding requirements.

Where a volunteer screening program or fee-waiver program is available, the Club may assist eligible volunteers in accessing that program.

9. Failure to Complete Screening

An individual who does not complete required screening within the timeframe established by the Club may not continue performing duties for which screening is required until the requirement has been satisfied.

The Board may establish reasonable transitional deadlines when this policy is first implemented.

10. Participant Safety

A satisfactory Police Information Check or Vulnerable Sector Check does not guarantee that an individual will behave appropriately.

CUHC will therefore use screening together with other participant-safety practices, including appropriate supervision, codes of conduct, reporting procedures and reasonable efforts to avoid situations in which an adult in a position of authority is unnecessarily alone with a minor participant.

11. Compliance with Governing Organizations

Where CUHC is subject to a screening, safe-sport or participant-protection requirement established by a governing sport organization, facility, insurer or applicable law that imposes a higher standard than this policy, the higher requirement will apply.

12. Review

The Board of Directors will review this policy periodically and may amend it as necessary to reflect changes in Club operations, applicable legislation, insurance requirements and safe-sport practices.