



CANADIAN SWIMMING COACHES ASSOCIATION SCREENING POLICY

Definitions

1. These terms will have these meanings in this policy:
 - a. “CCES” – *Canadian Centre for Ethics in Sport*
 - b. “Club” – *A Swim Club registered with a PSO*
 - c. “CSCA” – Canadian Swimming Coaches Association.
 - d. “CSSP” – *Canadian Safe Sport Program as administered by CCES*
 - e. “Member” – Any person who is a Member as defined in the CSCA Bylaws and, for the purposes of this Policy, an individual who is applying for membership within the CSCA.
 - f. “PRC” – Police Criminal Records Check.
 - g. “PSO” – Provincial Sport Organization.
 - h. “SNC” – Swimming Natation Canada
 - i. “WA” – World Aquatics
 - j. “WPS” – World Para Swimming
 - k. “VSC” – Vulnerable Sector Check.

Preamble

2. Screening of Members and prospective Members is an important part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the community.
3. The CSCA is responsible for screening swimming coaches in Canada. Individuals must apply for membership annually and receive approved membership status with the CSCA to be a coach within Canada. The CSCA screens Members and prospective Members and may report any adverse or positive results to the applicable Club, PSO, SNC, CSSP or any other organization deemed relevant by the CSCA in their sole discretion.

Purpose

4. The purpose of screening is to meet registration requirements and to identify Members who may pose a risk to the CSCA and those that they coach.

Executive Director and Screening Committee

5. The implementation of this Policy is the responsibility of the Executive Director of the CSCA, their designate, and / or the Screening Committee.
6. The Screening Committee will be a person or persons appointed by, and at the sole discretion of, the Executive Director of the CSCA or their designate, as needed. The Committee will be comprised of one (1) to three (3) individuals and decisions of the Committee will be by majority vote.
7. The Executive Director, or their designate, is responsible for assisting the Screening Committee, receiving all submitted Registration and Screening Disclosure Forms, all requested PRCs and VSCs and all other requested information.
8. The Executive Director, designate, or appointed Screening Committee may determine that the disclosure or actions of the prospective Member warrants a suspension pending completion of the screening process.

Obligations

9. All Members will be required to undergo screening at a minimum through a Registration and Screening Disclosure Form. Upon the request of the Screening Committee, a Police Records Check ("PRC") and Vulnerable Sector Check ("VSC") will be required within the province, state or country as determined by the Screening Committee.
10. Failure or refusal to participate in the screening process as outlined in this Policy will result in automatic ineligibility for membership, suspension or termination of membership within the CSCA, as determined by the Screening Committee.
11. All Members will:
 - a. Complete the Registration and Screening Disclosure Form when applying for Membership with the CSCA on an annual basis, and at any other time as requested by the CSCA.
 - b. Provide a PRC, VSC and any other information as requested by the CSCA.
 - c. Immediately inform the CSCA of any changes in their circumstances that would alter their original responses to the Registration and Screening Disclosure Form (*i.e., if a Member receives a conviction for, or is found guilty of, an offence, or if they receive a disciplinary sanction relating to coaching, they will report this circumstance immediately to the CSCA*).

Procedure

12. Every Member seeking membership within CSCA will submit the Registration and Screening Disclosure Form at time of application, re-application and/or as requested by the CSCA. Further, the Screening Committee may request that a Member provide PRCs, VSCs, or other documents for review and consideration at any time.
13. Members who do not undertake the screening requirements required by this Policy will receive a notice to that effect and will be informed that their application will not proceed until such time as the screening requirements are followed. If an individual does not undertake the screening requirements by the date determined by the Executive Director or the Screening Committee, the application will be dismissed.
14. If a Member's documents do not reveal a positive response ("yes") or the possibility of a relevant offence; the Executive Director will grant the Member CSCA membership.
15. If a Screening Disclosure Form discloses a positive response ("yes") or the possibility of an offence, the following may occur:
 - a. The Screening Committee, or their designate, may initiate a telephone or electronic conversation with the Member with respect to a positive response for clarification, information and fact finding.
 - b. The Screening Committee, or their designate, may initiate a telephone or electronic conversation with any person or organization as deemed necessary to carry out its duties.
 - c. Documentation may be requested, as determined by the Screening Committee, from the Member describing the positive response and any additional information the Member wishes the Screening Committee to consider.
 - d. Documentation may be requested, as determined by the Screening Committee, from any person or organization related to the Member or the Membership application.
 - e. Documentation may be requested, as determined by the Screening Committee, from the Member outlining any community service or other initiatives the Member is or was involved, for example: school/teenage education programs, volunteer work, courses, etc.

- f. Documentation may be requested, as determined by the Screening Committee, from the Member's employer confirming that they are aware of any positive response, relevant offence or historical charges.
 - g. The Screening Committee may request the Member submit a PRC and VSC, from any and all jurisdictions as stipulated by the Screening Committee, at their own expense.
 - h. The Member will be informed by the Screening Committee, or their designate, that their application will not proceed until such time as the required documents are received.
 - i. The applicable Club, PSO, SNC or CSSP may be informed by the CSCA that the Member's screening application is under review and will provide guidance if the Member should be permitted to coach in the interim.
16. Subject to the review of the documents and information, the Screening Committee, by majority vote, will:
- a. Approve a Member's membership within the CSCA; or
 - b. Approve a Member's membership within the CSCA subject to terms and conditions as deemed appropriate; or
 - c. Deny a Member's membership within the CSCA; or
 - d. Deny a Members' membership within the CSCA and prohibit the Member from re-applying for membership for a determined period of time or indefinitely; or
 - e. Suspend the Member's membership within the CSCA; or Terminate and expel the Member's membership within the CSCA for a determined period of time or indefinitely.
17. Where the Screening Committee denies a Member's membership or approves a Member's membership subject to terms and conditions, the reasons for such decision will be provided, in writing, to the Member.
18. Following a screening review and a decision by the Screening Committee, the applicable Club, PSO(s), SNC or CSSP may be informed of the results.
19. The decision of the Screening Committee is final and binding and will be effective immediately.
20. In carrying out its duties, the Screening Committee may consult with third parties including lawyers, police, risk management consultants, volunteer screening specialists or any other person or organization.
21. Where the Executive Director or the Screening Committee becomes aware that a Member or prospective member may have submitted fraudulent, incorrect or misleading information on their PRC, VSC, Registration or Screening Disclosure Form, the Executive Director or their delegate, or the Screening Committee, may conduct a reconsideration of any decision rendered by the Screening Committee by utilizing sections 13-21 herein.
22. In addition to Section 8, at the sole discretion of the Executive Director, or Screening Committee, in the instance of a Member, or prospective Member, providing falsified or misleading information, the Executive Director, or Screening Committee, may immediately implement conditions or suspend that Member from membership within the CSCA pending completion of the review process and the Member may be subject to further sanctions pursuant to CSCA's *Discipline Policy* or to the applicable PSO's, SNC, CCES or CSSP discipline policies. The Executive Director, or Screening Committee, may consult with third parties including lawyers, police, risk management consultants, volunteer screening specialists or any other person or organization.

Criminal Convictions

23. A Member's conviction for any of the following *Criminal Code* offenses may carry a presumptive sanction of permanent ineligibility from being a member with the CSCA as determined by the CSCA Screening Committee:
- a) Any child pornography offences
 - b) Any sexual offences
 - c) Any offence of physical or psychological violence
 - d) Any offence of assault
 - e) Any offence involving possession or trafficking of illegal drugs
 - f) Any other offence that is deemed serious in nature

Records

24. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

25. Any information relating to a Screening Disclosure Form, PRC or VSC, or decision rendered under this Policy will be disclosed to any third party deemed appropriate by the CSCA.

Appeals

26. Decisions made under this policy are final and binding and are not appealable under the CSCA Appeal Policy.

Review and Approval

27. This Policy was approved by the Board of Directors of the CSCA on August 20, 2025.



Registration & Screening Disclosure Form
Canadian Swimming Coaches Association
358 – 2242 Kingsway Vancouver BC V5N 5X6
Website: <http://www.cscs.org>

In order to actively coach in Canada, all CSCA members working with affiliated Swimming Canada swimmers or programs must also register with Swimming Canada and their jurisdictional Provincial Sport Organization.

Last Name:	First Name:
Middle Name:	Other Names Used:
Street:	City:
Province:	Postal Code:
Date of Birth:	Gender Identity:
Email:	

Please be advised that providing false or misleading information, including failure to disclose a conviction or sanction, even if a pardon has been granted, may be considered an intentional omission and subject to failure of screening requirements as required by the CSCA's Screening Policy and may result in further disciplinary actions being taken against you as set out in the CSCA Screening Policy, Swimming Canada's Screening Policy and / or your Provincial Section's Screening Policy.

1. Have you ever been found guilty of, or convicted of, a criminal offence, or subject to a peace bond?

Yes _____ No _____

If yes, please describe the offence below (please note that you may be required to provide additional information upon request):

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Date of Conviction / Finding of Guilt / Peace Bond: _____

Sentence / Punishment / Restriction Imposed: _____

Further Explanation: _____

2. Are criminal charges or any other sanctions, including provisional measures, from a sport body, tribunal or government agency, currently pending or threatened against you?

Yes _____ No _____

If yes, please explain for each pending charge and / or provisional measure (please note that you may be required to provide additional information upon request):

Name or Type of Offense/Charge: _____

Name and Jurisdiction of proceeding: _____

Further Explanation and Current State of proceedings: _____

3. **Are you now or have you ever been a defendant or respondent or subject of a complaint in a legal or disciplinary proceeding that relates to the profession of coaching or within sport?**

Yes _____ No _____

If Yes, please describe the nature of each proceeding, its current status, any provisional measure in place, and / or outcome (please note that you may be required to provide additional information on request)

Allegations made against you: _____

Year of Alleged Misconduct: _____

Court / Tribunal Finding (if applicable): _____

Out of Court Settlement (Y/N): _____

Further Explanation: _____

4. **Have you ever been dismissed from a coaching position for reasons relating to allegations of ethical or moral misconduct?**

Yes _____ No _____

If yes, please describe below:

Name of applicable Organization: _____

Date of Dismissal: _____

Reason for Dismissal: _____

5. **Have you ever been disciplined, including provisional measures imposed, or sanctioned by any body that governs sport or the coaching profession including, but not limited to, WA, WPS, SNC, a PSO, the CSCA, the CSSP a Club or a National sport governing body outside Canada?**

Yes _____ No _____

If yes, please describe below (please note that you may be required to provide additional information upon request):

Name of Organization: _____

Date of Discipline or Sanction: _____

Reason for Discipline or Sanction: _____

6. **Have you ever been banned from a sporting facility?**

Yes _____ No _____

If yes, please describe below (please note that you may be required to provide additional information upon request):

Please attach any additional information if necessary.

Certification

I hereby certify that the information contained in this application is accurate, correct, complete and true. By completing and submitting this membership application I agree to abide by the CSCA's Bylaws and policies as they relate to membership, and to be governed by the CSCA Code of Professional Conduct and the policies and conduct standards as set out by my PSO and Swimming Canada.

I further certify that I will immediately inform the CSCA of any changes in circumstances that would alter my original responses to the Registration and Screening Disclosure Form. Failure to do so may result in termination of membership and understand that I will need to re-apply for Membership annually.

Signature: _____

Date: _____

Please return form to the CSCA:

Email: screening@cscs.org

Mail: 358 – 2242 Kingsway Vancouver BC V5N 5X6

- In order to actively coach in Canada, a CSCA member must be registered with Swimming Canada and their jurisdictional PSO. In order to facilitate full compliance, the CSCA membership database will be shared with Swimming Canada to ensure each CSCA member actively coaching within Canada has been duly registered with both organizations. Your completion of this Screening Disclosure Form implies and confirms your consent to such disclosure.***
- Privacy Statement: By completing and submitting this Registration and Screening Disclosure Form, you consent and authorize the CSCA to collect, use and disclose your personal information, including all information provided on the Registration and Screening Disclosure Form, for the purposes of screening, and the implementation of the CSCA Screening Policy, administering membership services and communicating with other organizations in Canada and internationally, including Swimming Canada, National Sport Organizations, Provincial Sport Organizations, Sport Clubs, and other organizations involved in the governance of the sport of swimming or the profession of coaching. CSCA does not distribute personal information for commercial purposes. For more information on CSCA's Privacy Policy, please contact the CSCA's Privacy Officer.***

By signing below I agree to have read and agree to the Privacy statement and that all information provided is accurate.

Signature: _____

Date: _____