

Screening Requirements Matrix

Risk Level	Roles (Note Young People Exception and Specific Roles Classification Chart Below)	Screening	Training: Recommended Level 1 Required Level 2 & 3
Level 1 Low Risk	<ul style="list-style-type: none"> a) Volunteers acting in non-regular or informal basis. b) Volunteers who are not in a position of authority. 	<p>Complete an Application Form (Appendix B) and Screening Disclosure Form (Appendix C)</p> <p>Participate in role specific training, orientation, and monitoring as considered necessary by the organization</p>	<ul style="list-style-type: none"> CAC Safe Sport Training or Respect in Sport for Activity Leaders <p>All Coaches Required:</p> <ul style="list-style-type: none"> CAC Making Ethical Decisions Certified
Level 2 Medium Risk	<ul style="list-style-type: none"> a) Volunteers working in a regular capacity and who are in a position of authority. b) Non-Coach Employees c) Coaches who report to another Coach. d) Directors (all levels) e) Officials working in a position of authority 	<p>Same as Level 1 plus:</p> <p>Provide an Enhanced Policy Information Check (E-PIC).</p> <p>For new-hires, provide one letter of reference related to the position.</p> <p>Provide a driver's abstract, if requested/required by virtue of the position.</p>	
Level 3 High Risk	<ul style="list-style-type: none"> a) Senior Coaches b) Any coach or employee who will travel with athletes for overnight trips. 	<p>Same as Level 2 plus:</p> <p>Provide a Vulnerable Sector Check in addition to E-PIC</p> <p>For new-hires, a second letter of reference from a previous relevant sport related employer.</p>	

Young People

Canoe Kayak Canada and its Members define a young person as someone who is younger than 18 years old. When screening young people, Canoe Kayak Canada and its Members will:

- a) Not require the young person to obtain a VSC or E-PIC; and
- b) In lieu of obtaining a VSC or E-PIC, require the young person to submit up to two (2) additional letters of reference.

Specific Roles Classification Chart

Note: This Chart is not intended to be comprehensive; organizations should assess the level of risk of any role not specified below based on the position of authority that the role puts a person in, the participants over whom they will have authority and the behaviours expected in the role they will be put in.

<p>Level 1 Low Risk</p>	<p>Parents and other individuals acting as informal, non-regular volunteers who are not in a position of authority.</p> <p>Race or Event volunteers, for example timers, safety boat operators, registration coordinators.</p>
<p>Level 2 Medium Risk</p>	<p>Volunteers working in a regular capacity and who are in a position of authority (i.e. Volunteer program coordinators, volunteer directors or others in charge of competitions.</p> <p>All paid employees including Part-Time or Assistant Coaches (please refer to the guidance on Young People above)</p> <p>Board of Directors at all organizations including Club, Provincial/Territorial Organizations and National Boards and Committees.</p> <p>Officials working in a position of authority including, all sprint accredited officials.</p> <p>Instructors</p> <p>Marathon: Chief of Race or Event Organizer, Chief of Course</p> <p>Safety Officers</p>
<p>Level 3 High Risk</p>	<p>Full time coaches</p> <p>A Coaches or other employees who oversee other Coaches.</p>

	Coaches who travel with athletes for overnight trips.
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