

Membership policy

“Organization” refers to University of Toronto Road Racing (UTRR)

Purpose

1. The purpose of this Policy is to describe the application, rights, conditions and obligations for membership within the Organization.

Scope and Application

2. This policy applies to all Members as defined in the Organization’s Bylaws.

Membership Year and Dues

3. Membership within the Organization is granted upon an annual basis and will terminate on the 31st of December of each year, subject to re-registration in accordance with this Policy and the Organization’s Bylaws. Membership dues are established annually at the discretion of the Organization’s Board of Directors.

Renewal of Membership

4. No Member will be accepted or renewed as a Member, unless:

- a) The potential Member has made an application for membership in a manner prescribed by the Organization
- b) The potential Member has agreed to comply with, and meets the requirements of, the Organization’s Bylaws, policies, procedures, rules and regulations
- c) The potential Member has paid membership dues owing from any previous membership period
- d) If, at the time of applying for membership the potential Member is a Member in Good Standing as defined in this Policy, unless approved otherwise by the Board.
- e) The potential Member meets the requirements listed in the Organization’s Bylaws and in this Policy.

Minimum Requirements for Renewal

5. Potential Members must comply with the following minimum requirements to maintain and renew membership with the Organization:

- a) Submit the following applicable information:
 - i. Name
 - ii. Telephone number
 - iii. Email address
 - iv. Date of Birth

Good Standing

6. A Member of the Organization will be in good standing provided that the Member:

- a) Has not ceased to be a Member;
- b) Has not been suspended or expelled, or had other restrictions or sanctions imposed;
- c) Has completed and remitted all documents, fees and payments as required by the Organization;
- d) Has complied with the Bylaws, policies, procedures, rules and regulations of the Organization;
- e) Is not subject to a disciplinary investigation or action by the Organization, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board; and
- f) Has paid all required membership dues or debts to the Organization, if any.

7. Members who cease to be in good standing may have privileges suspended and will not be entitled to vote at meetings of Members or be entitled to the benefits and privileges of membership until such time as the Board is satisfied that the Member has met the definition of good standing as set out above.

Membership Rights and Privileges

8. Members in good standing are entitled to:

- a) Receive communications and up to date financial reports from the Organization
- b) Attend the Organization's Annual and Special Meetings

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- c) Nominate and vote for the Organization's Directors in accordance with the Organization's Bylaws
- d) Call a Special Meeting at any time, upon the written requisition of Members holding not less than twenty percent of the total Members' votes
- e) Remove a Director by ordinary resolution, provided that the Director has been given proper notice and the opportunity to respond at a meeting duly called for that purpose
- f) Amend the Bylaws in accordance with applicable legislation
- g) Submit a proposal for consideration at a meeting of the Members in accordance with applicable legislation
- h) Examination of the following documents during the Organization's usual business hours and make copies free of charge:
 - i. The report of the public accountant, if any
 - ii. Prescribed comparative financial statements that conform to the requirements of applicable legislation
 - iii. Any further information respecting the financial position of the Organization
- i) A copy or summary of the documents described in subsection (h) twenty-one (21) days prior to the Annual Meeting
- j) Examination, on payment of any reasonable fee, the following Organization documents:
 - i. The Articles and Bylaws
 - ii. Minutes of Meetings of Members and any committee of Members
 - iii. The Resolutions of Members and any committee of Members
 - iv. Any debt obligation issued by the Organization
 - v. A register of Directors
 - vi. A register of Officers
 - vii. A register of Members, requested in accordance with applicable legislation

Withdrawal and Termination of Membership

9. Membership in the Organization will terminate immediately upon:

- a) The expiration of the Member's membership, unless renewed in accordance with this Policy

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- b) Resignation by giving written notice to the Organization in which case the resignation becomes effective on the date specified in the notice. Resignation as a Member does not relieve the Member of its obligation to pay any outstanding dues or fees
- c) Liquidation or Dissolution of the Organization
- d) The Member no longer meets the definition of Member as defined in the Organization's Bylaws
- e) The Member ceases to be in good standing by virtue of
 - i) Failing to pay membership dues, fees or other monies owing to the Organization by the prescribed deadline dates, or
 - ii) Having had disciplinary sanctions imposed in accordance with the Organization's Bylaws and/or policies relating to the discipline of Members
- f) By Ordinary Resolution of the Board or of the Members at a duly called meeting, provided fifteen (15) days' notice is given and the Member is provided with reasons and the opportunity to be heard. Notice will set out the reasons for termination of membership and the member receiving the notice will be entitled to submit a written submission opposing the termination
- g) The Member's death

Interpretation

10. In the event that this Policy conflicts or contradicts the Organization's Bylaws, the Bylaws shall take precedence.

Screening Policy

“Organization” refers to University of Toronto Road Racing (UTRR).

Definition

1. The following terms have these meanings in this Policy:
 - a. “*Criminal Record Check (CRC)*” – A search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record
 - b. “*Vulnerable Sector Verification (VSV)*” – a detailed check that includes a search of the RCMP National Repository of Criminal Records, local police information, and the Pardoned Sex Offender database

Preamble

2. The Organization understands that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the community.

Application of this Policy

3. This Policy applies to all individuals whose position with the Organization is one of trust or authority which may relate to, at a minimum, finances, supervision, young people, or people with a disability
4. Not all individuals associated with the Organization will be required to obtain a CRC or submit a Screening Disclosure Form because not all positions pose a risk of harm to the Organization or to its participants. The Organization will determine which individuals will be subject to screening using the following guidelines (variations from the guidelines are at the sole discretion of the Organization):

Level 1 – Low Risk - Individuals involved in low risk assignments who are not in a supervisory role, not directing others, not involved with financial/cash management, and/or do not have access to minors or people with a disability.

Examples:

 - a. Parents, youth, or volunteers who are helping out on a non-regular informal basis

Level 2 – Medium Risk – Individuals involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with financial/cash management, and/or who may have limited access to minors or people with a disability. Examples:

- b. Assistant coaches or volunteer head coaches of a club
- c. Athlete support personnel
- d. Coaches who are typically under the supervision of another coach

Level 3 – High Risk – Individuals involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with financial/cash management, and who have access to minors or people with a disability.

Examples:

- e. Full time coaches
- f. Coaches who travel with athletes
- g. Coaches who could be alone with athletes

Policy

5. It is the Organization's policy that:

- a. Level 1 individuals will:
 - i. Complete a Screening Disclosure Form
 - ii. Complete an Application Form indicating that the individual has read and understands the Organization's policies and procedures
 - iii. Participate in orientation as determined by the Organization
- b. Level 2 individuals will:
 - i. Complete and provide a CRC
 - ii. Complete a Screening Disclosure Form
 - iii. Complete an Application Form indicating that the individual has read and understands the Organization's policies and procedures
 - iv. Provide one letter of reference related to the position sought
 - v. Participate in orientation as determined by the Organization
 - vi. Provide a driver's abstract, if requested
- c. Level 3 individuals will:
 - i. Complete and provide a CRC and VSV
 - ii. Complete a Screening Disclosure Form
 - iii. Complete an Application Form indicating that the individual has read and understands the Organization's policies and procedures
 - iv. Provide one letter of reference related to the position sought
 - v. Participate in orientation as determined by the Organization
 - vi. Provide a driver's abstract, if requested

- d. Failure to participate in the screening process as outlined in this policy will result in the individual's ineligibility for the position sought.
- e. If an individual subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Organization.
- f. If an individual provides falsified or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with the Organization's Discipline and Complaints Policy.

Screening committee

6. The implementation of this policy is the responsibility of the Organization's Screening Committee which is a committee of three (3) members appointed by the Organization. The Organization will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess CRCs, VSVs, and Screening Disclosure Forms, and render decisions under this Policy. Quorum for the Screening Committee will be three members.
7. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.
8. The Screening Committee is responsible for reviewing all CRCs, VSVs, and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions within the Organization. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.

How to Obtain a Criminal Record Check or Vulnerable Sector Verification

9. Although a CRC may be obtained online from a third-party provider, individuals may only obtain a VSV by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required and may be reimbursed by the Organization upon the submission of a legitimate receipt and volunteer expense form.
10. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.

Procedure

11. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals are required to submit:
 - a. A Criminal Record Check every three years
 - b. A Screening Disclosure Form every three years
 - c. A Vulnerable Sector Verification once
12. The Screening Committee may request that an individual provide a CRC or a Screening Disclosure Form for review and consideration at any time. Such request will be in writing and reasons will be provided for such a request.
13. The Screening requirements defined in this policy will be submitted to the Organization in an envelope marked "Confidential":

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14. Individuals 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 and/or position will not proceed until such time as the screening requirements are followed.
15. Following the review of documents for offenses, the Screening Committee will decide:
 - a. The individual has passed screening and may participate in the desired position;
 - b. The individual has passed screening and may participate in the desired position with conditions;
 - c. The individual has not passed screening and may not participate in the desired position; or
 - d. More information is required from the individual.

Conditions and Monitoring

16. The Screening Committee may determine that incidents revealed on an individual's screening documents (not including incidents defined as 'Criminal Convictions' or 'Offenses', below) may allow the individual to pass the screening process and participate in a desired position with conditions imposed. The Screening Committee may apply and remove conditions at its discretion, and will determine the means by which adherence to conditions may be monitored.

Offenses

17. Provided a pardon has not been granted, the following examples are considered to be offenses:
 - a. If imposed in the last five years:

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- i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving
- ii. Any offense for trafficking and/or possession of drugs and/or narcotics
- iii. Any offense involving conduct against public morals
- b. If imposed in the last ten years:
 - i. Any crime of violence including but not limited to, all forms of assault
 - ii. Any offense involving a minor or minors
- c. If imposed at any time:
 - i. Any offense described in the 'Criminal Convictions' section of this Policy

Records

- 18. 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.
- 19. The records kept by the Organization as part of the screening process include but are not limited to:
 - a. An individual's Vulnerable Sector Verification
 - b. An individual's Criminal Record Check (for a period of three years)
 - c. An individual's Screening Disclosure Form (for a period of three years)
 - d. Records of any conditions attached to an individual's registration by the Screening Committee
 - e. Records of any discipline applied to any individual by the Organization or by the Ontario Cycling Association

Criminal convictions

- 20. An individual's conviction for any of the following Criminal Code offenses may result in expulsion from the Organization and/or removal from designated positions, competitions, programs, activities and events upon the sole discretion of the Organization:
 - a. Any offense of physical or psychological violence
 - b. Any crime of violence including but not limited to, all forms of assault
 - c. Any offense involving trafficking of illegal drugs
 - d. Any offense involving the possession, distribution, or sale of any child-related pornography
 - e. Any sexual offense
 - f. Any offense involving theft or fraud