



SCREENING POLICY

Preamble

1. Screening of personnel and volunteers is an important part of providing a safe sporting environment and has become a common practice among sport clubs that provide programs and services. **Airdrie Ringette Association** (hereinafter the “Club”) is responsible at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events.
2. This Policy is one of several policy tools that the Club will use to fulfill its commitment to provide a safe environment and to protect its participants.

Purpose

3. The purpose of screening is to identify individuals who may pose a risk to the Club and participants.

Policy Statement

4. Not all individuals associated with the Club will be required to undergo screening through a Police Records Check (“PRC”), Vulnerable Sector Screening (“VSS”) and Screening Disclosure Form. The Club will determine, as a matter of policy, which designated categories of individuals will be subject to screening.
5. For the purposes of this policy, ‘**designated categories**’ are those classes of persons who work closely with athletes and who occupy positions of trust and authority within the Club. Such designated categories include:
 - a) All individuals in paid staff positions;
 - b) All board members; and
 - c) Any persons appointed to a Club team whether as a coach, manager, chaperone, driver or official in another role.
6. It is the Club’s policy that:
 - a) Individuals in designated categories will be screened using PRCs, VSSs and the Screening Disclosure Form.
 - b) Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the position.
 - c) The Club will not knowingly place in a designated category an individual who has a conviction for a ‘**relevant offence**’, as defined in this policy. However, where the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence a person can occupy a position in a designated category without adversely affecting the safety of the Club, an athlete or participant, through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve a person’s participation in a designated category.
 - d) If a person in a designated position subsequently is charged or receives a conviction for, or is found guilty of, a relevant offence, they will report this circumstance immediately to the Club.
 - e) If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their designated position and maybe subject to further discipline in accordance with the Club’s Discipline Policy.

Screening

7. The implementation of this policy is the responsibility of the Coach and Player Director of the Club.
8. The Coach and Player Director will carry out its duties, in accordance with the terms of this policy, independent of the Board of Directors of the Club.

9. The Coach and Player Director is responsible for reviewing all PRCs, VSSs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions in designated categories within the Club. In carrying out the duties, the Director may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists or any other person.

Procedure

10. Each person subject to this Policy will obtain and submit, at their own cost, a PRC and VSS from their local Police Service, the Screening Disclosure Form and a letter of good standing from the person's previous ringette organization in the case of a transfer from another club, out of province or country to the Club.
11. The PRC, VSS, Screening Disclosure Form and letter of good standing, if required, will be submitted to the Coach and Player Director, c/o Airdrie Ringette Association at its Genesis office in an envelope marked "Confidential – Attention Coach and Player Director".
12. Individuals who do not submit a PRC, VSS, Screening Disclosure Form and letter of good standing, if required, will receive a notice to this effect and will be informed that their application will not proceed until such time as the PRC, VSS, Screening Disclosure Form and letter of good standing, if required, is received.
13. After to its review of a PRC, VSS, Screening Disclosure Form or letter of good standing, if required, the Coach and Player Director, will:
 - a) Approve an individual's participation in a designated category; or
 - b) Deny an individual's participation in a designated category; or
 - c) Approve an individual's participation in a designated category subject to terms and conditions as the Director deems appropriate.
14. If an individual's PRC, VSS, Screening Disclosure Form or letter of good standing, if required, does not reveal a relevant offence; the Coach and Player Director will notify the Club **President** that the individual is eligible for the designated position. After providing notice, the Coach and Player Director will either maintain, return or destroy the original PRC, VSS, Screening Disclosure Document or letter of good standing.
15. If an individual's PRC, VSS, Screening Disclosure Form or letter of good standing, if required, reveals a relevant offence; the Coach and Player Director will notify the Club **President**, render its decision and provide notice of its decision in accordance to paragraphs 14. After providing notice, the Director will either maintain, return or destroy the original PRC, VSS, Screening Disclosure Document or letter of good standing.
16. The decisions of the Coach and Player Director are final and binding.
17. Nothing in this policy will prevent an individual from re-applying for a staff or volunteer position with the Club at some point in the future, and submitting a new PRC, VSS and Screening Disclosure Form and letter of good standing, if required.
18. PRCs and VSSs are valid for a period of two years and Screening Disclosure Forms must be completed on an annual basis. Notwithstanding this, the Coach and Player Director may request that a staff person or volunteer in a designated category provide a PRC, VSS or Screening Disclosure Form to the Director for review and consideration. Such request will be in writing and will provide the reasons for such a request.

Relevant Offences

19. For the purposes of this Policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:
 - a) If imposed in the last five years:

- i. Any violation/offense involving the use of a motor vehicle, including but not limited to impaired driving; or
- ii. Any violation/offense for trafficking and/or possession of drugs and/or narcotics.
- iii. Any violation/offense involving conduct against public morals;
- b) If imposed in the last ten years:
 - i. Any violation/offense of violence including but not limited to, all forms of assault; or
 - ii. Any violation/offense involving a minor or minors.
- c) If imposed at any time:
 - i. Any violation/offense involving the possession, distribution, or sale of any child-related pornography;
 - ii. Any sexual violation/offense involving a minor or minors; or
 - iii. Any violation/offense involving theft or fraud.

Written Records

20. 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.



Screening Disclosure Form

Please print (for identification purposes only):

NAME: _____
First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ GENDER: _____
Month/Day/Year

1. Have you ever been convicted of a criminal conviction or been sanctioned by an independent body (sport body, private tribunal, government agency, etc.) for which a pardon has not been granted? Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements as required by the Club's Screening Policy.

Yes _____ No _____ If yes, please describe below:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Age When Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

For more than one conviction please attach additional page(s) as necessary.

2. Are criminal charges or any other charges, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? Yes _____ No _____
If yes, please explain for each pending charge:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Age When You Allegedly Committed the Crime: _____

Further Explanation: _____

Certification

The answers on this Form are truthful, accurate and complete.

Signature: _____

Date: _____