

## AA Ringette Calgary Foundation (2013)

### Policy 5

#### Screening

##### Purpose

1. Screening of volunteers is an important part of providing a safe sporting environment and the Foundation wishes to take all reasonable steps to provide a safe and secure environment for participants in its programs, activities and events. The purpose of screening is to identify individuals in volunteer roles who may pose a risk to AA Ringette Calgary members and participants.
2. This policy is to be read, as applicable, in conjunction with the other policies and procedures of AA Ringette Calgary.

##### Applicability, "Designated Categories" and "Relevant Offences"

3. This policy applies to all persons in the categories of volunteers that may be designated for screening from time to time by AA Ringette Calgary and are those classes of person who work closely with athletes and/or occupy positions of trust and authority within AA Ringette Calgary and include:
  - (i) All AA Board members
  - (ii) Head and Assistant Coaches, Trainers, Junior Coaches, and On-Ice Assistants (as defined by Ringette Alberta)
  - (iii) Team Managers
  - (iv) Persons appointed to accompany a AA Ringette Calgary team to an event or competition
  - (v) Any other categories of persons as determined by the AA Committee or AA Board from time to time
4. Not all individuals associated with AA Ringette Calgary will be required to undergo screening through a Police Information Check ("PIC"), Vulnerable Sector Screening ("VSS") and Screening Disclosure Form. AA Ringette Calgary will determine, as a matter of policy, which designated categories of individuals will be subject to screening.
5. For the purposes of this policy a '*relevant offence*' is any of the following offences for which pardons have not been granted:
  - (i) If imposed in the last five years:

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

### **Screening Committee**

6. The implementation of the screening procedure for AA Ringette Calgary is the responsibility of the Screening Committee. This committee shall be comprised of no less than three impartial, knowledgeable persons: The Coaching Administrator (or a designate in case of conflict) shall be the chairperson and no less than two (2) persons selected by the AA Board, shall make up the remainder of this committee. The AA Board may, in its sole discretion, remove and/or replace any member of the Screening Committee. Quorum for the Screening Committee will be two members.
7. The Screening Committee will carry out its duties, in accordance with the terms in this policy, independent of the AA Board.
8. The Screening Committee is responsible for receiving and reviewing all Police Information Checks, Vulnerable Sector Searches and Screening Disclosure Forms, and based on such reviews, making decisions regarding the appropriateness of individuals filling positions in designated categories within AA Ringette Calgary. 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 with relevant information.
9. The Screening Committee will retain no records of Screening Disclosure Forms or Police Information Checks longer than the period they are valid. The Screening

Committee may retain written records of communication with individuals whose Screening Disclosure Forms or Police Information Checks indicate a relevant offence, as well as copies of its decisions and written reasons for decisions. 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.

10. The decisions of the Screening Committee are final and will be effective upon notice being sent to the individual by email to his/her last known email address on records with AA Ringette Calgary.

## **Procedures**

11. Individuals in designated categories will be screened by a police or government agency, using the forms required for such checks, or by such other means as deemed the equivalent by AA Ringette Calgary. At a minimum, a valid Police Information Check (PIC), which includes a Vulnerable Sector Search (VSS), will be required.
12. Individuals who do not submit a PIC, 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 PIC, VSS, Screening Disclosure Form and letter of good standing, if required, is received.
13. After review of a PIC, VSS, Screening Disclosure Form and/or letter of good standing, if required, the Screening Committee, by majority vote, will:
  - (i) Approve an individual's participation in a designated category; or
  - (ii) Deny an individual's participation in a designated category; or
  - (iii) Approve an individual's participation in a designated category subject to terms and conditions as the Screening Committee deems appropriate.
14. If an individual's PIC, VSS, Screening Disclosure Form and/or letter of good standing, if required, does not reveal a relevant offence; the Screening Committee will notify the President that the individual is eligible for the designated position. After providing notice, the Screening Committee will either maintain, return or destroy the original PIC, VSS, Screening Disclosure Document or letter of good standing.
15. If an individual's PIC, VSS, Screening Disclosure Form or letter of good standing, if required, reveals a relevant offence; the Screening Committee will notify the President, render its decision and provide notice of its decision in accordance to this screening procedure. After providing notice, the Screening Committee will either maintain, return or destroy the original PIC, VSS, Screening Disclosure Document or letter of good standing.
16. The decisions of the Screening Committee are final and binding.

17. Contents of record checks and screening disclosures shall be kept strictly confidential among the Coaching Administrator, the AA Board, and the Screening Committee.
18. Unless a record has become open to the public, it shall not be divulged that a person is not eligible for a position as a result of a record check or a screening disclosure. However, members of the AA Board or Screening Committee may be apprised of any record as necessary for the administration of their duties.
19. Police Information Checks are valid for a maximum period of three (3) years; however, AA Ringette Calgary may determine that this period be shortened to a minimum of 1 year. Notwithstanding this, the Screening Committee may request that volunteers as identified in this policy provide a Police Information Check and Vulnerable Sector Search or Screening Disclosure Form to the Screening Committee for review and consideration. Such requests will be in writing and will provide the reasons for such a request.
20. As determined by the AA Committee, AA Ringette Calgary or the individual is responsible for the cost of Police Information Checks and Vulnerable Sector Searches.
21. Individuals with a conviction of a ‘relevant offence’ as defined by this policy, are not eligible to work or volunteer for AA Ringette Calgary in a designated category subject to a decision of the Screening Committee pursuant to this policy. Such an individual will not knowingly be placed in a designated category. If a person in a designated volunteer position, as identified by this Policy, subsequently receives a conviction, they must report this circumstance immediately to a member of the AA Board and they will be immediately suspended from their position subject to a decision of the Screening Committee pursuant to this policy.
22. If the Screening Committee is of the opinion that, notwithstanding having a conviction for a ‘relevant offence’, a person can occupy a position in a designated category without adversely affecting the safety of Foundation participants or the reputation of the Foundation, 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.
23. Nothing in this policy will prevent an individual from re-applying for a designated position with the AA Ringette Calgary in the future, and at that time, submitting the required documentation to prove their eligibility for that position.
24. If a person has been screened by another Ringette Alberta member association or has a current Police Information Check with a Vulnerable Sector Search from an Alberta-based organization such as a school, community club, non-profit, sports team, or other organization, he or she may submit their current PIC and VSS to the AA Board for approval. However, in this circumstance a Screening Disclosure Form will be required.

## **Written Records**

25. 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.

## **Compliance and Consequences**

26. Failure to participate in the screening process as outlined in this policy will result in the ineligibility of the individual for the volunteer position.
27. If a person in a designated position provides falsified or misleading information that person will immediately be removed from their designated position(s) and may be subject to further discipline.

This policy has been updated:

- March 22, 2023