



## SCOTIA STORM RINGETTE BACKGROUND SCREENING POLICY

<b>Policy Title:</b> Scotia Storm Ringette Background Screening Policy	
<b>Date of Creation:</b> November 10, 2024	<b>Subject to Review:</b> At least once every three years

### Purpose

1. Scotia Storm Ringette understands that screening personnel and volunteers is a vital part of providing a safe and secure sporting environment for participants and has become a common practice among sport organizations that provide programs and services to the community. Screening coaches, managers and other staff will allow Scotia Storm Ringette to identify and preclude those who may pose a risk to the Organization and its participants.

### Definitions

2. The following terms have these meanings in this Policy:
  - a. "*Criminal Record Check (CRC)*" – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
  - b. "*Enhanced Police Information Check (E-PIC)*" – a Criminal Record Check plus a search of local police information, available from Sterling Backcheck
  - c. "*Vulnerable Sector Check (VSC)*" – a detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, local police information, and the Pardoned Sex Offender database
  - d. "*Child Abuse Registry (CAR)*" - a check of the names of people that the provincial court or family court has found (during a court process in Nova Scotia) to have caused harm to a child
  - e. "*Vulnerable Individuals*" – A person under the age of 18 years old and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority

### Application of this Policy

3. This Policy applies to all individuals whose position with Scotia Storm

Ringette is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals.

4. Not all individuals associated with Scotia Storm Ringette will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to Scotia Storm Ringette or to its participants. Scotia Storm Ringette will determine which individuals will be subject to screening using the following guidelines (Scotia Storm Ringette may vary the guidelines at its discretion):

*Level 1 – Low Risk* – Individuals involved in low risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Individuals.

Examples:

- a. Parents, youth, or volunteers who are helping out on a non-regular or 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 finances, and/or who may have limited access to Vulnerable Individuals.

Examples:

- a. Athlete support personnel
- b. Non-coach employees or managers
- c. Board members
- 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 finances, and who have frequent or unsupervised access to Vulnerable Individuals. Examples:

- a. Full time coaches
- b. Coaches who travel with athletes
- c. Coaches who could be alone with athletes
- d. Treasurer

### **Screening Policy Enforcement**

5. The implementation of this policy is the responsibility of Scotia Storm Ringette, specifically one (1) or three (3) Board members appointed by Scotia Storm Ringette. Scotia Storm Ringette will ensure that the Board members appointed to enforcing the Background Screening Policy possess the requisite skills, knowledge and abilities to accurately review and comprehend screening documents and render decisions under this Policy.
7. Scotia Storm Ringette is responsible for reviewing all documents submitted and, based on the review, making decisions regarding the appropriateness of individuals filling positions within Scotia Storm Ringette. In carrying out its duties, Scotia Storm Ringette may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists,

or any other person.

### **Screening Requirements**

8. It is Scotia Storm Ringette's policy that when an individual is first engaged by Scotia Storm Ringette:
  - a. Level 1 individuals will:
    - i. Complete a Screening Disclosure Form (Appendix A)
    - ii. Participate in training, orientation, and monitoring as determined by Scotia Storm Ringette
  - b. Level 2 individuals will:
    - i. Complete a Screening Disclosure Form (Appendix A)
    - ii. Complete and provide an E-PIC, CRC or VSC
    - iii. Provide a Child Abuse Registry Check (CAR)
    - iv. Provide one written or verbal reference related to the position
    - v. Participate in training, orientation, and monitoring as determined by Scotia Storm Ringette
    - vi. Provide a driver's abstract, if requested
  - c. Level 3 individuals will:
    - i. Complete a Screening Disclosure Form (Appendix A)
    - ii. Complete and provide an E-PIC, CRC or a VSC
    - iii. Provide a Child Abuse Registry Check (CAR)
    - iv. Provide one written or verbal reference related to the position
    - v. Participate in training, orientation, and monitoring as determined by Scotia Storm Ringette
    - vi. Provide a driver's abstract, if requested
  - d. If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to Scotia Storm Ringette. Additionally, the individual will inform Scotia Storm Ringette of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
  - e. If Scotia Storm Ringette learns that an individual has provided false, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline by Scotia Storm Ringette.

### **Minors**

9. Scotia Storm Ringette defines a minor as a person as someone who is younger than 18 years old. When screening a minor (for example a Jr. Coach), Scotia Storm Ringette will:
  - a. Not require the minor to obtain an E-PIC, CRC, VSC or CAR;
  - b. Require the minor to submit up to two (2) letters of reference in lieu of obtaining an E-PIC, CRC, VSC or CAR
10. Notwithstanding the above, Scotia Storm Ringette may ask a minor to obtain a VSC or E-PIC if Scotia Storm Ringette suspects the minor has an

adult conviction and therefore has a *criminal record*. In these circumstances, Scotia Storm Ringette will be clear in its request that it is not asking for the minor's *youth record*. Scotia Storm Ringette understands that it may not request to see a minor's youth record.

### **Renewal**

11. Unless Scotia Storm Ringette determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit an E-PIC/CRC/VSC, Screening Disclosure Form and CAR are required to submit the documents as follows:
  - a. An E-PIC, CRC or VSC every three years
  - b. A Child Abuse Registry Check (CAR) every three years
  - c. A Screening Disclosure Form every year
12. Scotia Storm Ringette may request that an individual provide any of the above documents at any time. Such a request will be in writing and reasons will be provided for the request.

### **Orientation, Training, and Monitoring**

13. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at Scotia Storm Ringette's discretion.
14. Orientation may include, but is not limited to: introductory presentations, facility tours, equipment demonstrations, parent/athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.
15. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback. Mandatory courses will include:
  - a. CAC SafeSport Training or Respect in Sport for Activity Leaders Training
  - b. CAC Mental Health In Sport
  - c. CAC Understanding the Rule of Two
  - d. NCCP Emergency Action Plan
16. The individual will be required to submit their National Coaching Certification Program (NCCP) #, along with permission for Scotia Storm Ringette to access their Coach Transcript which provides verification of a coach's credentials (verification of training completed).
17. Monitoring may include but is not limited to: written or oral reports, observations, tracking and site visits.

### **How to Obtain a VSC and Child Abuse Registry Check**

18. Individuals may obtain a VSC with Criminal Record Check 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 paid by the individual may also be required.
  - a. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.

- b. Scotia Storm Ringette understands that it may be required to assist an individual with obtaining a VSC. Scotia Storm Ringette may need to submit a request for VSC and/or complete other documentation describing the nature of the organization and the individual's role with vulnerable individuals.
19. Participants can obtain a Child Abuse Registry Check for free via: <https://beta.novascotia.ca/apply-child-abuse-register-search>.

### **Procedure**

20. Screening documents must be submitted to [scotiastormringette@gmail.com](mailto:scotiastormringette@gmail.com).
21. An individual who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.
22. Scotia Storm Ringette understands that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, Scotia Storm Ringette may permit the individual to participate in the role during the delay. Scotia Storm Ringette may withdraw this permission at any time and for any reason.
23. Scotia Storm Ringette recognizes that different information will be available depending on the type of screening document that the individual has submitted. For example, an E-PIC may show details of a specific offense, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. Scotia Storm Ringette will use its expertise and discretion when making decisions based on the screening documents that have been submitted and may request further screening documents if deemed necessary.
24. Following the review of the screening documents, Scotia Storm Ringette 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.
25. In making its decision, Scotia Storm Ringette will consider the type of offense, date of offense, and relevance of the offense to the position sought.
26. Scotia Storm Ringette must decide that an individual has not passed screening if the screening documentation reveals any of the following:
  - a. If imposed in the last three years:
    - 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. An individual's conviction for any of the following *Criminal Code* offenses:
    - 1. Any offense of physical or psychological violence
    - 2. Any crime of violence including but not limited to, all forms of assault
    - 3. Any offense involving trafficking of illegal drugs
    - 4. Any offense involving the possession, distribution, or sale of any child-related pornography
    - 5. Any sexual offense
    - 6. Any offense involving theft or fraud

### **Conditions and Monitoring**

27. Excluding the incidents above which, if revealed, would cause the individual to not pass screening, Scotia Storm Ringette may determine that incidents revealed on an individual's screening documents may allow the individual to pass the screening process and participate in a desired position with conditions imposed. Scotia Storm Ringette may apply and remove conditions at its discretion and will determine the means by which adherence to conditions may be monitored.

### **Records**

28. 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.
29. The records kept, which will be stored in a secure area, by Scotia Storm Ringette as part of the screening process include but are not limited to:
- a. An individual's VSC, CRC or E-PIC (for a period of three years)
  - b. An individual's Screening Disclosure Form (for a period of three years)
  - c. Records of any conditions attached to an individual's registration by Scotia Storm Ringette
  - d. Records of any discipline applied to any individual by Scotia Storm Ringette or by another sport organization

**Date of last review: December 7, 2024**