

Baseball Manitoba Screening Policy

Purpose

Baseball Manitoba recognizes that screening of personnel is a vital part of providing a safe and secure sporting environment. It is imperative that Baseball Manitoba ensures a mutually beneficial experience for all persons involved in Baseball Manitoba (BM) activities, therefore BM requires all individuals in Designated Categories to be screened before they can be insured members within BM.

Policy Statement

Screening will be an ongoing process performed by Baseball Manitoba to identify individuals involved in BM activities who may pose a risk to the organization and/or its participants.

Application/Scope

1. Failure or refusal to participate in the screening process as outlined in the policy, will result in automatic ineligibility.
 2. Personnel in Designated Categories will be required to obtain a CRC, CARC, and complete an SDF.
 3. This policy applies to all Personnel who are 18 years and older.
 4. Not all positions pose a risk of harm to BM or its participants and therefore Personnel will be screened with different tools, based on the category and as determined by BM.
- Below is a chart which outlines the Designated Categories.

Coach Role	Level of Risk	Screening and Training Requirements	Frequency of Requirements
Community Coach (Challenger, 7U/9U/11U-18U A, AA, Tier 1, 2, 3)	Low	Respect in Sport & Rule of Two	RIS - Every five years Screening Disclosure form annually
Camp/Clinic coach/instructor	Medium	Respect in Sport, Rule of Two, NCCP training Background Check: CRC-PIC <u>or</u> E-PIC	RIS, Background Every five years Screening Disclosure form annually
Competition coach (11U-18AAA)	High	Respect in Sport, Rule of Two, NCCP training Background Check: CRC-PIC <u>or</u> E-PIC along with CARC	RIS, Background Check and CARC: Every five years Screening Disclosure form annually
Performance coach	High	Respect in Sport, Rule of Two, NCCP	RIS, Background Check and

(Provincial Teams)		training & certification Background Check: CRC-PIC <u>or</u> E-PIC along with CARC	CARC: <i>Every five years or as required</i> Screening Disclosure form annually
Professional coach (PSO Hired Coach)	High	Respect in Sport, Rule of Two, NCCP training & certification Background Check: CRC-PIC <u>or</u> E-PIC along with CARC	RIS, Background Check and CARC: <i>Every five years or as required</i> Screening Disclosure form annually
Umpires	Medium	Background Check: CRC-PIC <u>or</u> E-PIC along with CARC	Background Check and CARC: <i>Every five years or as required</i> Screening Disclosure form annually
General Volunteer (manager, scorekeeper, etc)	Low	Respect in Sport & Rule of Two	RIS - <i>Every five years</i> Screening Disclosure form annually

Definitions

5. "Personnel" – includes members, volunteers, employees, and contractors whose position with BM is one of trust or authority or interaction with minors. Personnel may include but are not limited to, coaches, umpires, trainers, coordinators, BM Management Committee and BM staff.
6. "Criminal Record Check" (CRC) – a search of the Winnipeg Police Service and / or RCMP records database to determine whether the individual has a criminal record.
7. "Child Abuse Registry Check" (CARC) – a search with the Province of Manitoba Child Abuse Registry to determine whether an individual has been found to have abused a child.
8. "Screening Disclosure Form" (SDF) – a screening tool to be completed by personnel in Designated Categories and includes the form as attached to this policy or other documents approved by BM.
9. "Designated Categories" - 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 BM. Such designated categories include: (a) All individuals in paid staff positions; (b) All Management Committee members (c) All coaches affiliated with Provincial Teams, whether paid or volunteer; (d) All umpires travelling to National Championships; (e) All persons involved in the delivery of a developmental program, including camps and clinics; (f) All persons, association or league coaches and/or all individuals in a position of authority within an association or league, who have previously been screened by the area associations.

10. 'Respect in Sport' (RIS) – an online clinic, provided by Respect Group Inc., required for coaches in Manitoba. This includes recertification every 5 years.
11. "Coach" A coach is any person who guides athletes to train and compete in sport. They are in a position of power and trust with their athletes regardless of the age of the athlete and the age of the coach.
12. "Athlete" - Any child, youth or adult who participates or trains in a sport with the guidance of a coach.
13. "General Volunteer" – any person who is giving their time for the betterment of a team or association. This includes, but is not limited to Board Members, Conveners, Scorekeepers, Managers, Pitch Counters, etc.
14. Record check: Enhanced Police information check offered by Sterling BackCheck, MyBackCheck etc.

Policy

15. All positions will have a clear set of guidelines about appropriate behaviour and conduct as outlined in the Baseball Manitoba Code of Conduct & Ethics.
16. BM will not knowingly place in a Designated Category an individual who has a conviction for a '**relevant offence**', as defined in this policy (see 32.1).
17. The Screening Committee has the authority where it 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 BM, an athlete, or member of BM, the Screening Committee may approve a persons' placement in a Designated Category.
18. If a person in a Designated Category subsequently receives a conviction for, or is found guilty of, a relevant offense, they **MUST** report this circumstance immediately to BM.
19. If a person provides falsified or misleading information, that person will immediately be removed from their position and may be subject to further discipline in accordance with BM policies.

Screening Committee

20. The implementation of this policy is the responsibility of the Baseball Manitoba Screening Committee. The Screening Committee will consist of members of the BM Conduct & Ethics Committee.
21. The Screening Committee will carry out its duties in accordance with the terms of this Policy, independent of the Management Committee of Baseball Manitoba.
22. Using reasonable efforts, the Screening Committee is responsible for supporting BM staff in the receiving and reviewing of all CRC, CARC and SDF and, based on such reviews, shall make decisions regarding the appropriateness of individuals filling positions in Designated Categories within BM. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police officers, risk

management consultants, volunteer screening specialists, or any other person.

Screening Tools

23. BM may use any combination of screening tools it determines necessary to screen Personnel. Screening tools may include but are not limited to: application forms, interviews, reference checks, and submission of a CRC and/or CARC and/or SDF.

23.1 Application Form - may be requested in addition to other screening tools prior to being considered for a position within a Designated Category, or for annual renewal of that position.

23.2 Interview- may be used to determine suitability and interest for a Designated Category. Interviews will be conducted, as authorized by BM.

23.3 Reference Checks: Professional and personal reference may be required to be submitted. Potential volunteers are requested to provide signed consent giving the organization permission to contact the provided references.

23.4 CRC approved agencies are:

23.4.1 Mybackcheck.com

23.4.2 Municipal Police (i.e. Winnipeg Police Service)

23.4.3 Royal Canadian Mounted Police (RCMP)

23.4.4 Ontario Provincial Police (OPP)

23.5 CARC: approved agency is:

23.5.1 Province of Manitoba Child & Family Services

Procedure

24. Each person subject to this policy will obtain and submit to Baseball Manitoba head office electronically or in an envelope marked "Confidential", a CRC and CARC from the agencies as outlined under paragraph 23- Screening Tools, of this policy, the SDF and, if required, a letter of good standing from the person's previous baseball organization, if any, in the case of a transfer from out of province or country to Baseball Manitoba.

25. The CRC and CARC certificates must be the originals.

26. Individuals who do not submit a CRC, CARC, SDF and letter of good standing, if required, will receive a notice to this effect and will be informed that their application will not proceed and will be ineligible for participation in BM sanctioned events and programs until such time as the CRC, CARC, SDF and letter of good standing, if required, is received.

27. BM Staff will receive and review all CRC, CARC, SDF, and letters of good standing, if required, and determine whether the individual is

31.1 Eligible based on no offences being revealed.

31.2 Further Review is Required: a relevant offence is revealed.

In the event that a screening tool reveals a relevant offence, the Screening Committee will review the case. The individual will be advised that their application will be placed on hold until the review is complete, and a decision has been made.

32 The Review may include the following:

32.1 Consideration of the relevant offence. For the purposes of this Policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:

32.1.1 If imposed in the last five (5) years:

- i) Any offence involving the use of a motor vehicle, including but not limited to impaired driving.
- ii) Any violation for trafficking and/or possession of drugs and/or narcotics.
- iii) Any offence involving conduct against public morals.

32.1.2 If imposed in the last ten (10) years:

- i) Any crime of violence including but not limited to, all forms of assault.
- ii) Any offence involving a minor or minors.

32.1.3 If imposed at any time:

- i) Any offence involving the possession, distribution, or sale of any child-related pornography.
- ii) Any sexual offence.
- iii) Any offence involving theft or fraud.

32.2 A request for documentation from the individual describing the relevant offence and any pertinent information the individual feels the screening committee should consider.

33 Once the review is completed the Screening Committee will review and by majority vote, will:

33.1 Approve an individual's participation in a Designated Category; or

33.2 Approve with Conditions an individual's participation in a Designated Category. The Screening Committee will set the terms and conditions which they deem to be appropriate.

33.3 Deny an individual's participation in a Designated Category

34 Where the Screening Committee denies an individual's participation in a Designated Category or approves an individual's participation in a Designated Category subject to terms and conditions, the reasons for such decision will be provided, in writing, to the individual and the BM Management Committee.

35 Nothing in this policy will prevent an individual from re-applying for a Designated Position with BM at some point in the future, and submitting a new CRC, CARC and SDF and letter of good standing, if required.

- 36** CRC and CARC are valid for the entire period the individual is a member of MB and an SDF must be completed at the request of BM. Notwithstanding this, the Screening Committee may request that a person in a Designated Category provide a CRC, CARC or SDF to the Screening Committee for review and consideration at any point in time. Such request will be in writing and will provide the reasons for such a request.

Records

- 37** The Screening Committee **will not** retain copies of CRC and CARC.
- 38** The following records will be retained/documented:
- 38.1** Written records of communication with individuals whose CRC, CARC or SDF indicate a relevant offence.
 - 38.2** Copies of decisions and written reasons for decisions made by the BM Screening Committee.
 - 38.3** Validity dates of CRC and CARC, original copies will be returned or destroyed.
- 39** All records will be maintained in a confidential manner and will not be disclosed to others except with the written permission of the individual, as required by law, or for use in legal, quasi-legal or disciplinary proceedings conducted by BM.

Appeals

- 40** The decisions of the Screening Committee are final and binding with no right of appeal, and will be effective upon notice being sent to the individual by e-mail to his/her last known email address on record with BM.

Review and Approval

- 41** This policy was approved by the Management Committee of BM on March 17, 2024. This policy is not a static document and will be reviewed by the Management Committee of BM, with recommendations from the Conduct & Ethics Committee, on an annual basis.

PSO Board of Directors Approval Date:	March 17, 2024
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Appendix A – Application Form

Note: Individuals who are applying to volunteer or work within certain positions with the Organization must complete this Application Form. Individuals need to complete an Application Form once for the position sought. If the individual is applying for a new position within the Organization, a new Application Form must be submitted.

NAME:

First Middle Last

CURRENT PERMANENT ADDRESS:

Street City Province Postal

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

EMAIL: _____ **PHONE:** _____

POSITION SOUGHT: _____

By signing this document below, I agree to adhere to the Organization's policies and procedures, including but not limited to the *Code of Conduct and Ethics*, *Conflict of Interest Policy*, *Privacy Policy*, and *Screening Policy*. The Organization's policies are located at the following link: <http://www.baseballmanitoba.ca/policies>

I recognize that I must pass certain screening requirements depending on the position sought, as outlined in the *Screening Policy*, and that the Screening Committee will determine my eligibility to volunteer or work in the position.

NAME (print): _____ **DATE:** _____

SIGNATURE: _____

Appendix B – Screening Disclosure Form

NAME:

First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province Postal

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

CLUB (if applicable): _____ **EMAIL:** _____

Note: Failure to disclose truthful information below may be considered an intentional omission and the loss of volunteer responsibilities or other privileges

- 1. Do you have a criminal record? If so, please complete the following information for each conviction. If not, please leave this section blank. Attach additional pages as necessary.**

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

- 2. Have you ever been disciplined or sanctioned by a sport governing body or by an independent body (e.g., private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position? If so, please complete the following information for each disciplinary action or sanction. If not, please leave this section blank. Attach additional pages as necessary.**

Name of disciplining or sanctioning body: _____

Date of discipline, sanction or dismissal: _____

Reasons for discipline, sanction or dismissal: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

- 3. Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? If so, please complete the following information for each pending charge or sanction. If not, please leave this section blank. Attach additional pages as necessary.**

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Name of disciplining or sanctioning body: _____

Further Explanation: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, I consent and authorize the Organization to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Enhanced Police Information Check and/or Vulnerable Sector Check (when permitted by law) for the purposes of screening, implementation of the Organization's *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial Sport Organizations, Sport Clubs, and other organizations involved in the governance of sport. The Organization does not distribute personal information for commercial purposes.

CERTIFICATION

I hereby certify that the information contained in this Screening Disclosure Form is accurate, correct, truthful and complete.

I further certify that I will immediately inform the Organization of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in the withdrawal of volunteer responsibilities or other privileges and/or disciplinary action.

NAME (print): _____

DATE: _____

SIGNATURE: _____

Appendix C – Screening Renewal Form

NAME:

First Middle Last

CURRENT PERMANENT ADDRESS:

Street City Province Postal

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

EMAIL: _____ **PHONE:** _____

By signing this document below, I certify that there have been no changes to my criminal record since I last submitted an Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to the Organization. I further certify that there are no outstanding charges and warrants, judicial orders, peace bonds, probation or prohibition orders, or applicable non-conviction information, and there have been no absolute and conditional discharges.

I agree that any Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I would obtain or submit on the date indicated below would be no different than the last Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I submitted to the Organization. I understand that if there have been any changes, or if I suspect that there have been any changes, it is my responsibility to obtain and submit a new Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to the Organization's Screening Committee instead of this form.

I recognize that if there have been changes to the results available from the Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form, and that if I submit this form improperly, then I am subject to disciplinary action and/or the removal of volunteer responsibilities or other privileges at the discretion of the Screening Committee.

NAME (print): _____ **DATE:** _____

SIGNATURE: _____

Appendix D – Request for Vulnerable Sector Check

Note: The Organization will be required to modify this letter to adhere to any requirements from the VSC provider

INTRODUCTION

The Organization is requesting a Vulnerable Sector Check for _____ [insert individual's full name] who identifies as a _____ [insert gender identity] and who was born on _____ [insert birthdate].

DESCRIPTION OF ORGANIZATION

The Organization is a not-for-profit [national, provincial, local] organization for the sport of [insert sport] located in [location].

[Insert additional description]

DESCRIPTION OF ROLE

_____ [insert individual's name] will be acting as a _____ [insert individual's role]. In this role, the individual will have access to vulnerable individuals.

[Insert additional information re: type and number of vulnerable individuals, frequency of access, etc.]

CONTACT INFORMATION

If more information is required from the Organization, please contact the Screening Committee Chair:

[Insert information for Screening Committee Chair]

Signed: _____ Date: _____





Application for a Child Abuse Registry Check by Employers and Others

Application pursuant to Section 19.3(3.1) of *The Child and Family Services Act* for access to the Child Abuse Registry

Part 1 Consent to Collection & Disclosure of Information and Results

I understand that the Applicant is obtaining my personal information (including, if necessary for identification purposes, my Manitoba Health Reg. No.) described in Part 2 B to disclose this information to the Director of Child and Family Services (the Director) so that the Director can conduct a Child Abuse Registry check on me. I understand that my personal information is being collected under the authority of subsection 37(1) of *The Freedom of Information and Protection of Privacy Act* and that my personal health information, **if any**, is being collected under the authority of subsection 14(1) of *The Personal Health Information Act*.

I understand that the Director will also use this information to update the Manitoba Child and Family Services Information System (CFSIS) and the Intake Module (IM) (collectively known as CFSA).

I understand that the results of the Child Abuse Registry check will disclose whether my name is listed on the Registry and that the Director will disclose these results to the Applicant.

I understand that the disclosure of the results of the check to the Applicant is authorized under Section 19 of *The Child and Family Services Act* and is the minimum amount of information necessary to accomplish the purpose(s) specified in Part 2 A-2.

I understand that the Applicant requires the results of the Child Abuse Registry check for the purpose(s) specified in Part 2 A-2. This information will be available to employees or agents of the Applicant only on a need to know basis.

I understand that the Applicant will use the information only for the above purpose(s) unless use for another purpose is authorized or required by law.

I understand that the Applicant will not further disclose the results of the Child Abuse Registry check without my written consent unless authorized or required to do so by law.

I understand that the Director will release no other information without my written consent unless the Director is authorized or required to do so by law.

I understand that I may revoke this consent to the collection and disclosure of information and results by written statement at any time prior to the information being released under this consent.

I acknowledge that a photocopy of this signed consent is sufficient to allow for the disclosure of the information requested.

Consent below is limited to this application only and becomes effective on the date signed. This consent expires six months from the effective date.

I hereby consent to the collection of information in Part 2 B by the Applicant, its disclosure to the Director and the disclosure of the results of the check, described in Part 2 C, by the Director to the Applicant.

DATE: _____ SUBJECT'S SIGNATURE: _____

If you have any questions about the collection and disclosure of your personal information, you should contact the Child Abuse Registry at (204) 945-6967.



Application for a Child Abuse Registry Check by Employers and Others

Application pursuant to Section 19.3(3.1) of *The Child and Family Services Act* for access to the Child Abuse Registry

Part 3 Fee Payment

Applicant's Name: Baseball Manitoba

Subject's Name _____

Payment Exemption

There may be no fee depending on the purpose of the check. Please refer to Manitoba Regulation 16/99 subsection 11.1(2).

All fee exemptions are subject to an audit.

☐ Exempted – no fee attached

Payment Method (Please check one box only and print all information clearly)

☐ **VISA** Card Number _____ Expiry Date _____
Name as it Appears on Card _____
Amount: _____ (Canadian funds)
Authorization: _____
Signature of Cardholder _____

☐ **MASTERCARD** Card Number _____ Expiry Date _____
Name as it Appears on Card _____
Amount: _____ (Canadian funds)
Authorization: _____
Signature of Cardholder _____

☐ **CHEQUE** *made payable to the Minister of Finance*

Note: Post-dated cheques will not be accepted. **There is a \$20.00 NSF charge for all returned cheques.**

☐ **MONEY ORDER** *made payable to the Minister of Finance*

☐ **CASH** (Note: It is recommended that you **do not** send cash through the mail.)

Receipts will only be issued if requested at the time the Application is submitted.

☐ Check ☒ if receipt is required.

All three parts of this Application must be forwarded to the Child Abuse Registry for a check to be completed.

FOR CHILD ABUSE REGISTRY OFFICE USE ONLY	
Application Received	Date
<input type="checkbox"/> IN-HOUSE	_____
<input type="checkbox"/> MAIL	_____
<input type="checkbox"/> COURIER	_____
<input type="checkbox"/> FAX	_____
<input type="checkbox"/> Multiple Applications # _____	