



SCREENING POLICY

Approved by: PSO Management Committee	Review Period: Annually
Date of Approval: February 26, 2026	Next Review Period: February, 2028

Purpose

Baseball Manitoba recognizes that screening of personnel is a vital part of providing a safe sporting environment. Organizations are responsible, by law, to do everything reasonable to provide a safe and secure environment for Participants in its programs, activities and events.

Policy Statement

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

Definitions

1. **Athlete Support Personnel**- Any Coach, Trainer, Manager, agent, team staff, Official, medical or paramedical person working with, treating or assisting an Athlete in or preparing for sports competition.
2. **“Child Abuse Registry Check” (CARC)** – a formal request to access the Province of Manitoba Child Abuse Registry to determine if an individual who will provide care or have unsupervised access to children is known to have been involved in abusing a child.
3. **“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.
4. **“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.
5. **“Personnel”** – includes members, volunteers, employees, and contractors whose position with Baseball Manitoba is one of trust or authority or interaction with minors. Personnel may include but are not limited to coaches, umpires, trainers, coordinators, Baseball Manitoba Management Committee and Baseball Manitoba staff.
6. **“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.



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7. **“Respect in Sport” (RIS)** – an online clinic, provided by Respect Group Inc., required for coaches in Manitoba. This includes recertification every 5 years.
8. **“Coach”** - An individual who is authorized or recognized by an Organization to provide instruction and direction to Participants in a sport.
 - **6-Week Community Club Coach** - These Coaches are never alone with an Athlete and have parent supervision at all times. No travel occurs, local competition only. These Coaches do not take any NCCP and may be provided with pre-planned practice plans. The typical season lasts 4-6 weeks. May or not be members of an organization.
 - **Community Coach** - These are Coaches who are working primarily with Athletes in the community in a recreational setting. These are programs that happen in the local community and involve only local travel for participation. Often short-term seasonal (6 weeks & up). These Coaches may or may not take NCCP sport specific certification in the community or Instruction beginners’ stream of the NCCP. Typically, they are members of an organization.
 - **Competition Coach** - These are Coaches working with Athletes who compete in their local community and throughout the province. Athletes and teams may also travel out of province to compete in tournaments without parental supervision. This includes high school Coaches and club travel teams. These Coaches may take NCCP sport specific certification in the Competition Introduction stream of the NCCP. These Coaches would coach beyond 3 months. They are members of an organization.
 - **Performance Coach** - These are Coaches who work with elite club programs, provincial, Canada Games Teams, and University and College programs. These Coaches may take sport specific NCCP certification in the Competition Development stream of the NCCP. These Coaches may take Athletes away to competition without parent supervision.

Professional Coach - These are Coaches that work with a club, provincial sport organizations and universities in a full-time/part time employed capacity. These Coaches require a minimum of Competition Development certification in the NCCP but may require additional sport specific requirements

9. **“Athlete”** - Any individual who is an Athlete Participant in an Organization.
10. **Background Check**- A process used to verify if someone has a criminal history, including convictions or pending charges. May be referred to as a Criminal Record Check (CRC), a Police Information Check (PIC), Enhanced Police Information Check (E-PIC) or Criminal Record and Judicial Matters Check (CRJMC), depending on the platform used to request the check.
11. **Canadian Safe Sport Program (CSSP)** - The program which receives and responds to Reports of Prohibited Behaviour under the UCCMS committed by individuals who are



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12. part of national, federally funded sport organizations.
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.

LEVELS OF RISK

14. To fully understand what the risk is for Athletes and Coaches, it is necessary to assess the level of access Coaches will have to their athletes:
 - High- Coaches who have direct access to Athletes (of any age) without any parental supervision (e.g. All Manitoba and Canada Games coaches)
 - Medium- Coaches who are under the supervision of other Coaches and there is not opportunity to be alone with an Athlete (e.g. Junior coaches who do not travel with the team)
 - Low- Coaches who are under full-time parent/guardian supervision (e.g. Community based coaches). There is no travel involved and no opportunity to be alone with an Athlete

Application/Scope

15. The minimum requirements are outlined in the chart below and typically consist of Respect in Sport (RIS) for Activity Leaders, along with some form of Background Check.
16. In addition, Coaches are expected to adhere to the Rule of Two. If an organization wishes to go beyond these requirements, such as requiring Vulnerable Sector Checks or Child Abuse Registry Checks, that is at their discretion.



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Coach Role	Level of Risk	Screening and Training Requirements	Frequency of Requirements
6-week Community Club Coach (7U and 9U)	Low	Respect in Sport Rule of Two Self-Disclosure Form	RIS - Every five years Screening Disclosure form annually
Community Coach (Challenger, 11U-18U A, AA, and Tier 1, 2, 3)	Medium	Respect in Sport Rule of Two Self-Disclosure Form NCCP Training Background Check: CRC-PIC, CRJMC <u>or</u> E-PIC	RIS & Background Check - Every five years Screening Disclosure form annually
Camp/Clinic coach/instructor	Medium	Respect in Sport Rule of Two Self-Disclosure Form NCCP training Background Check: CRC-PIC, CRJMC <u>or</u> E-PIC	RIS & Background Check - Every five years Screening Disclosure form annually
Competition coach (11U-18AAA)	High	Respect in Sport Rule of Two Self-Disclosure Form NCCP training Background Check: CRC-PIC, CRJMC <u>or</u> E-PIC	RIS & Background Check - Every five years Screening Disclosure form annually
Performance coach (Provincial Teams)	High	Respect in Sport Rule of Two Self-Disclosure Form NCCP training & certification Background Check: CRC-PIC, CRJMC <u>or</u> E-PIC	RIS & Background Check - Every five years Screening Disclosure form annually
Professional coach (PSO Hired Coach)	High	Respect in Sport Rule of Two Self-Disclosure Form NCCP training & certification Background Check: CRC-PIC, CRJMC <u>or</u> E-PIC	RIS & Background Check - Every five years Screening Disclosure form annually
Umpires	Medium	Respect in Sport Self-Disclosure Form Background Check: CRC-PIC, CRJMC <u>or</u> E-PIC	RIS & Background Check - Every five years Screening Disclosure form annually
Managers	Low	Respect in Sport Rule of Two Self-Disclosure Form	RIS - Every five years Screening Disclosure form annually
Under 18 Coaches	Low	Respect in Sport, Rule of Two	RIS - Every five years



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Policy

17. All positions will have a clear set of guidelines about appropriate behaviour and conduct as outlined in the Baseball Manitoba Code of Conduct & Ethics.
18. Baseball Manitoba 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).
19. 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 Baseball Manitoba, an athlete, or member of Baseball Manitoba, the Screening Committee may approve a person's placement in a Designated Category.
20. 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 Baseball Manitoba.
21. 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 Baseball Manitoba policies.

Screening Committee

22. The implementation of this policy is the responsibility of the Baseball Manitoba Screening Committee. The Screening Committee will consist of members of the Baseball Manitoba Conduct & Ethics Committee.
23. The Screening Committee will carry out its duties in accordance with the terms of this Policy, independent of the Management Committee of Baseball Manitoba.
24. Using reasonable efforts, the Screening Committee is responsible for supporting Baseball Manitoba staff in the receiving and reviewing of all CRC, and SDF and, based on such reviews, shall make decisions regarding the appropriateness of individuals filling positions in Designated Categories within Baseball Manitoba. 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

25. Baseball Manitoba 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.



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- 24.1 **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.
- 24.2 **Interview**- may be used to determine suitability and interest for a Designated Category. Interviews will be conducted, as authorized by Baseball Manitoba.
- 24.3 **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.

CRC approved agencies are:

- 24.3.1 Mybackcheck.com & Triton
- 24.3.2 Municipal Police (i.e. Winnipeg Police Service)
- 24.3.3 Royal Canadian Mounted Police (RCMP)
- 24.3.4 Ontario Provincial Police (OPP)
- 24.3.5 Criminal Record & Judicial Matters Check (CRJMC)

Procedure

26. Each person subject to this policy will obtain and submit to Baseball Manitoba head office electronically or in an envelope marked "Confidential", and CRC 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 organization, if any, in the case of a transfer from out of province or country to Baseball Manitoba.
27. The CRC certificates must be the originals.
28. Individuals who do not submit a CRC, 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 Baseball Manitoba sanctioned events and programs until such time as the CRC, SDF and letter of good standing, if required, is received.
29. Baseball Manitoba Staff will receive and review all CRC, SDF, and letters of good standing, if required, and determine whether the individual is
- 28.1 **Eligible** based on no offences being revealed.
 - 28.2 **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.
- 29 The Review may include the following:
- 29.1 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:



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- 29.1.1 If imposed in the last five (5) years:
 - 29.1.1.1 Any offence involving the use of a motor vehicle, including but not limited to impaired driving.
 - 29.1.1.2 Any violation for trafficking and/or possession of drugs and/or narcotics.
 - 29.1.1.3 Any offence involving conduct against public morals.
- 29.1.2 If imposed in the last ten (10) years:
 - 29.1.2.1 Any crime of violence including but not limited to, all forms of assault.
 - 29.1.2.2 Any offence involving a minor or minors.
- 29.1.3 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.
- 29.2 A request for documentation from the individual describing the relevant offence and any pertinent information the individual feels the screening committee should consider.
- 30 Once the review is completed the Screening Committee will review and by majority vote, will:
 - 30.1 **Approve** an individual's participation in a Designated Category; or
 - 30.2 **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.
 - 30.3 **Deny** an individual's participation in a Designated Category
- 31 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 Baseball Manitoba Management Committee.
- 32 Nothing in this policy will prevent an individual from re-applying for a Designated Position with Baseball Manitoba at some point in the future, and submitting a new CRC, CARC and SDF and letter of good standing, if required.
- 33 CRC and CARC are valid for the entire period the individual is a member of Baseball Manitoba and an SDF must be completed at the request of Baseball Manitoba. 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.



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Records

- 34 The Screening Committee **will not** retain copies of CRC and CARC.
- 35 The following records will be retained/documented:
 - 35.1 Written records of communication with individuals whose CRC, CARC or SDF indicate a relevant offence.
 - 35.2 Copies of decisions and written reasons for decisions made by the Baseball Manitoba Screening Committee.
 - 35.3 Validity dates of CRC and CARC, original copies will be returned or destroyed.
- 36 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 Baseball Manitoba.

Appeals

- 37 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 their last known email address on record with Baseball Manitoba.

Review and Approval

- 38 This policy is not a static document and will be reviewed by the Management Committee of Baseball Manitoba, with recommendations from the Conduct & Ethics Committee, on an annual basis



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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: _____



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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: _____



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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: _____



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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: _____



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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: _____