

FAA COACH SCREENING POLICY

Preamble

Background screening is one of the three steps in the [Responsible Coaching Movement](#). Background screening ensures that coaches meet the important requirements to coach athletes/participants. Screening tools include comprehensive job postings, visible policies and processes, criminal record checks, interviews, and reference checks. All are equally important. This template focuses on the screening process for criminal record/vulnerable sector checks.

“Organization” refers to: Feildians Athletic Association

Definitions

1. The following terms have these meanings in this Policy:
 - a. *“Coach”* – All coaches, managers, learning facilitators, integrated support team members and other service providers (including parents, youth and volunteers) participating in the Organization’s programs, activities and events, including but not limited to its competitions, training camps and tryouts.
 - b. *“Vulnerable Person”* – A person who, because of their age, a disability, or other circumstances, whether temporary or permanent, is in a position of dependency on others, or is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them.
 - c. *“Vulnerable Sector Check (VSC)”* – An inclusive type of check for individuals who are coaching in a vulnerable sector (such as with Vulnerable Persons), which verifies the existence of criminal records, as well as record suspensions (formerly pardons) for sex-based offences, non-conviction information, and charges related to the predation of a child or other vulnerable person.

Purpose

2. The Organization understands that screening coaches is a vital part of providing a safe sporting environment. The Organization is responsible, by law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities, and events. The purpose of screening is to identify individuals involved with the Organization’s activities who may pose a risk to the Organization and its participants.

Application of this Policy

3. The Organization will determine which individuals will be subject to screening using the following guidelines (variations from the guidelines are at the sole discretion of the Organization).

Category 1 – Medium Risk – Coaches involved in medium risk assignments who may be in a supervisory role, may direct others, and/or who may have limited or “in a group only” access to Vulnerable Persons. Examples:

- a. Assistant coaches or volunteer head coaches of a club
- b. Coaches who are typically under the supervision of another coach

Category 2 – High Risk – Coaches involved in high-risk assignments who occupy positions of trust and/or authority or influence over the safety, fulfillment of needs and general sport experiences of athletes, vulnerable persons, and registered participants. Coaches in this category have a supervisory role, direct others, and have access to Vulnerable Persons. Examples:

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

Screening Requirements

4. It is the Organization's policy that:

- a. Category 1 coaches will:
 - i. Confirm their qualifications, eligibility, and other related experience that meet the requirements for the position
 - ii. Complete Criminal Record Check and Vulnerable Sector Check
 - iii. Participate in orientation as determined by the Organization
 - iv. Complete an Application Form annually indicating that the individual has read and understands the Organization's policies and procedures and signs an acknowledgement to that effect.
 - v. Complete Screening Disclosure Questions during registration (**Appendix A**)
- b. Category 2 coaches will:
 - i. Confirm their qualifications, eligibility, employment/volunteer history, extent of prior experience working with children or youth and other related experience that meet the requirements for the position
 - ii. Complete Criminal Record Check and Vulnerable Sector Check
 - iii. Complete an Application Form indicating that the individual has read and understands the Organization's policies and procedures
 - iv. Complete Screening Disclosure Questions upon registration (**Appendix A**)
 - v. Provide a minimum of one letter of reference related to the position
 - vi. Participate in orientation as determined by the Organization
 - vii. Provide a Driver's Abstract, if requested (needed only if traveling and transporting athletes)

Category 2 coaches who have not resided in Canada for at least five (5) years must obtain the equivalent of a Vulnerable Sector Verification from any country where they have spent 183 days or more within the last five (5) years, prior to their arrival to Canada. If any of those documents are in a language other than English or French, the documents should be provided along with a translation from a certified translator.

- c. Coaches will be provided with a letter for local law enforcement to waive the fee to obtain a CRC/VSC
- d. Any coach who is charged with and/or subsequently convicted of a relevant criminal offence, must immediately report this circumstance to the Organization who will take such steps as are appropriate, including reassignment, suspension, dismissal or

expulsion, on a provisional basis and/or pending the conclusion of the investigation or criminal process.

- e. If a coach provides falsified or misleading information, the coach will immediately be removed from their position and may be subject to further discipline in accordance with the Organization's policies.

Technical Committee

5. The implementation of this policy is the responsibility of the Technical Committee which is a committee composed of three (3) to five (5) members. The Organization will ensure that the members appointed to the Technical Committees possess the requisite skills, knowledge and abilities to accurately screen documents and render decisions under this Policy.
6. The Technical Committee is responsible for reviewing all documents submitted and, based on the review, making decisions regarding the appropriateness of individuals filling positions within the Organization. In carrying out its duties, the Technical Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.
7. Nothing in this Policy restricts or limits the Technical Committee from requesting that the individual attend an interview with the Technical Committee if the Technical Committee considers that an interview is appropriate and necessary to screen the individual's application.
8. Nothing in this Policy restricts or limits the Technical Committee from requesting the individual's authorization to contact any professional, sporting or other organization in order to assess the individual's suitability for the position that they are seeking.
9. Nothing in this Policy restricts or limits the Technical Committee from requesting further information from the individual on more than one occasion, subject to the individual's right to insist that the Technical Committee make a decision on the basis of the information before it.
10. The Technical Committee may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.
11. When assessing an individual's screening application, the Technical Committee shall determine whether there is reason to believe that the individual may pose a risk to the Organization or to another individual.
12. If the Technical Committee determines on the basis of the individual's screening application, in addition to any further material received by it, that the individual does not pose a risk to the members of the Organization, the Technical Committee shall approve the individual's application, subject to the Technical Committee's right to impose conditions.
13. In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall be provided to the applicant and to the Board of Directors of the Organization, which may disseminate the decision as they see fit in order to best fulfil the mandate of the Organization.

14. A Participant whose screening application has been denied or revoked may not reapply to participate in the programs or activities of the Organization for two (2) years from the date the rejected application was made.
15. The Organization may remove any member of the Technical Committee. When a position on the Technical Committee becomes vacant, either because a member has been removed or because a member has resigned, the Organization will appoint a replacement member.
16. The Technical Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.
17. The Organization will provide a letter confirming the potential position within the Organization which will waive fees associated with obtaining the CRC/VSC.

Procedure

18. Screening documents must be submitted to the Technical Committee.
19. 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.
20. The Organization 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'. The Technical Committee will use its expertise and discretion when making decisions based on the screening documents that have been submitted.
21. Following the review of the screening documents, the Technical Committee 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.
22. In making its decision, the Technical Committee will consider the type of offense, date of offense, and relevance of the offense to the position sought.
23. The Technical Committee may 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 of assault, physical or psychological violence
 - iii. Any offense involving trafficking or possession of illegal drugs
 - iv. Any offense involving conduct against public morals
 - v. Any offense involving theft or fraud

- b. If imposed at any time:
 - i. Any offense involving a Minor or Minors
 - ii. Any offense involving the possession, distribution, or sale of any child-related pornography
 - iii. Any sexual offense

Conditions and Monitoring

24. If the screening documentation reveals an offense that does not automatically cause the individual to not pass screening (described in the above subsection), the Technical Committee 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. The technical Committee shall have the sole and unfettered discretion to apply and remove conditions, determine the length of time for the imposition of conditions, and determine the means by which adherence to conditions may be monitored.

Renewal

25. Unless the Technical Committee determines, on a case-by-case basis, to modify the submission requirements, all individuals are required to submit the following documents as follows:

- a. A valid CRC/VSC every 3 years (as [recommended](#) by Canada Soccer)
- b. Answer screening disclosure questions at every registration period

26. At any time, including after either the submission of an individual's application or its approval (with or without conditions), the Technical Committee may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of the Organization, could affect the assessment of the individual's suitability for participation in the programs or activities of the Organization, or the individual's interactions with other individuals involved with the Organization.

Records

27. 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, or is in the best interest of the public.

28. All records will be maintained for a period of 10 years. Once the retention period has been reached, the Organization will securely dispose of records in accordance with applicable laws and policies.

Appendix A – Screening Disclosure Questions (completed in RAMP registration)

1. Have you ever been disciplined or sanctioned by another sport governing body or dismissed from a volunteer (coaching or otherwise) role? If yes, explain further.
2. Do you have any criminal charges or other sanctions, including those from a sport body, private tribunal, or government agency, pending or threatened against you? If yes, explain further.
3. **PROVACY STATEMENT:** By completing these Screening Disclosure Questions, I consent and authorize Feildians Athletic Association to collect, use and disclose my personal information, including all information provided in the Screening Disclosure Questions as well as my Criminal Record Check and/or Vulnerable Sector Check (when permitted by law) for the purposes of screening, implementation of FAA's Screening Policy, administering membership services, and communicating with National Sport Organizations, Provincial/Territorial Sport Organizations, Sport Clubs, and other organizations involved in the governance of sport. FAA does not distribute personal information for commercial purposes.
4. **CERTIFICATION:** I hereby certify that the information provided in these Screening Disclosure Questions are accurate, correct, truthful and complete. I further certify that I will immediately inform Feildians Athletic Association of any changes in circumstances that would alter my original responses to these Screening Disclosure Questions. Failure to do so may result in the withdrawal of volunteer responsibilities or other privileges and/or disciplinary action. I certify the preceding information is truthful and accurate.