



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: SCREENING

POLICY #: 1850

Created: June 4, 2018	Last updated: March 12, 2019	Approved: March 12, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the rules and regulations that govern the Fort Saskatchewan Ringette Association's (FSRA) screening process for paid employees, members, and participants, and to ensure that the association fulfills its legal responsibility to provide a safe and secure environment for participants in its programs, activities, and events.

2.0 Scope

This policy applies to all paid employees, members, and participants of the FSRA in designated categories who pose a risk to harm the FSRA and its paid employees, members, and participants.

3.0 Terms

Designated Categories – Positions that work closely with players and hold significant trust and authority within the FSRA. These can include individuals in paid staff positions, all Executive members, persons who accompany FSRA teams to events or competitions, and coaches and team staff.

Criminal Record Check – Criminal Record Checks (CRC) including a Vulnerable Sector Check (VSC). A CRC is a check of records as maintained by the Canadian Police Information Center. CRCs can be applied for through any local police detachment. Any individual in a designated category will be screened through a CRC and if need be, a Screening Disclosure Form (see Appendix) will be filed with the CRC.

Screening Committee – An ad-hoc committee of at least three individuals assigned by the Executive Board to process and review CRCs and Screening Disclosure Forms and make decisions regarding the appropriateness of placing individuals in a designated category. They are involved in decisions of eligibility involving individuals who have been screened. They may consult with independent experts such as lawyers and police.



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Relevant Offences – If imposed in the last five years, a relevant offence includes:

- A violation or offence involving use of a motor vehicle;
- Trafficking or possession of illegal drugs; or
- Conduct against public morals.

If imposed in the last ten years, this includes all forms of assault or battery.

If imposed at any time, this includes:

- The possession, distribution or sale of any child-related pornography;
- Any violation or offence involving a minor or minors; or
- Any violation or offence involving theft or fraud.

4.0 Policy

4.1 An individual entering into a designated category who requires a CRC can obtain this document by visiting the Fort Saskatchewan Minor Sports Association (FSMSA) office. The completed document is to be returned to the office for review.

4.2 A Screening Disclosure Form or CRC is valid for a maximum of three years, though the FSRA can shorten this to one year at its discretion. However, the FSRA may provide a written request with reasons asking an individual in a designated category to provide a Screening Disclosure Form to the Screening Committee for review and consideration.

4.3 An individual who has been convicted without pardon of a relevant offence will not knowingly be placed in a designated category. However, if the Screening Committee believes that the convicted individual can occupy a designated category without adversely affecting the safety of the FSRA or its players through the imposition of appropriate terms and conditions, the screening committee may approve an individual's placement in a designated category.

4.4 If an individual working in a designated category subsequently receives a conviction for a relevant offence, he or she must inform the Screening Committee immediately.

4.5 Nothing in this policy will prevent an individual from re-applying for a staff or volunteer position with the FSRA in the future, or from submitting a new CRC, Screening Disclosure Form, and letter of good standing if required.

4.6 If an individual working in a designated category has been screened and approved by the FSRA, the association will confirm such approval and not require a second screening while the first is still valid.



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- 4.7 The Screening Committee will retain no copies of Screening Disclosure Forms or CRC any longer than the period for which they are valid. The Screening Committee will return all written records of communication with individuals whose Screening Disclosure Forms or CRCs indicate a relevant offence, as well as copies of its decisions and reasons to the FSMSA office. These records will be maintained on the individual's file in a confidential manner and will not be disclosed to others except as required by law.
- 4.8 Failure or refusal to participate in the screening process will result in the individual being declared ineligible for a staff or volunteer position.
- 4.9 If an individual in a designated category provides falsified or misleading information during the screening process, he or she will immediately be removed from his or her position and may be subject to further discipline in accordance with the Discipline and Complaint Policy (#1310).
- 4.10 Decisions made by the Screening Committee are final and binding and will take effect upon notice being sent via email to the individual's last known email address to be registered with the FSRA.