



FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION

TITLE: CRIMINAL RECORD CHECK

POLICY #: 2100

Created: April 25, 2017	Last updated: April 23, 2018	Approved: April 23, 2018
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To address the need for criminal record checks for all paid employees as well as board and executive committee members, coaches, managers, trainers and other volunteers involved with minors.

2.0 Scope

This policy applies to all of the Minor Sport programs under the umbrella of the Fort Saskatchewan Minor Sports Association (FSMSA), currently including baseball, fastball, gymnastics, hockey, judo, lacrosse, ringette, soccer and any other Minor Sports that may join the FSMSA.

The FSMSA has the inherent right to ensure the safety of the young athletes registered in any of its programs and to mitigate risk to the Association. The FSMSA does not have the right to go beyond what is necessary for self-protection.

3.0 Terms

Applicant – Any FSMSA paid employee or volunteer who is going through the process of applying for a criminal record check.

Criminal Record Check (CRC) – A check of the applicant’s criminal history performed by the Police detachment that is local to where the applicant resides.

Sport Governing Association – The governing body that each individual Minor Sport reports to. For example, Fort Saskatchewan Soccer reports to the Tri-County Soccer Association.

4.0 Policy

- 4.1 The FSMSA and its Minor Sport programs require all paid employees and volunteers such as board or executive committee members, coaches, assistant coaches, managers, trainers, and any other volunteer as may be appropriate for a Minor Sport program, to provide FSMSA with a criminal record check. Volunteers must submit a CRC every three years, while paid employees must submit a CRC every two years. Failure to produce this information will mean the individual will forfeit their position.
- 4.2 The applicant must submit a CRC before commencing any coaching or other team-related activities. In addition, all Board or Minor Sport Executive Committee members must undertake a CRC within one month following their election to any position.



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- 4.3 All criminal record information will be maintained in a confidential manner and made available only to those Minor Sport programs that require a confirmation of this information, such as that Minor Sport's Governing Association. This information will be made available in hard copy or digitally if requested.
- 4.4 In the event that a criminal record exists, it is up to the individual to inform the FSMSA. Should the individual wish to pursue a volunteer opportunity with the FSMSA or any of its Minor Sport programs, they must submit a declaration and each of the affected Minor Sports' Executives will determine if the individual will be granted a position.
- 4.5 Failure to report a criminal record may result in removal from office in accordance with the Disciplinary Policy (#4216), or removal from any volunteer coaching or other positions as may be outlined in the Policies and Procedures of a Minor Sport program under the umbrella of the FSMSA.