

## **Lethbridge Ringette Association**

### **SCREENING POLICY**

#### **Purpose**

1. Screening of personnel and volunteers is an important part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services. The Lethbridge Ringette Association is responsible at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events.
2. This Policy is one of several policy tools that the Lethbridge Ringette Association will use to fulfill its commitment to provide a safe environment and to protect its members and participants from harm.
3. The purpose of screening is to identify individuals within the Lethbridge Ringette Association or its members who may pose a risk to its members and participants.

#### **Applicability**

4. This policy applies to all persons in ‘designated categories’ who pose a risk of harm to the Lethbridge Ringette Association or to its members or participants. This includes, but is not limited to, team staff of minor teams as well as directors that handle finance of the association.
5. 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 the Lethbridge Ringette Association. Such designated categories include:
  - (a) All board members;
  - (b) LRA Member youth team head, assistant coaches, on-ice assistants and team staff; and,
  - (c) Coaches and team staff of any other teams that Members deem to have vulnerable participants or require screening for other reasons.

#### **Principles**

6. LRA will manage the screening process for board members and any persons appointed to be a coach, assistant coach or on-ice assistant.
7. At least two persons shall be involved in the decision on eligibility of those who have been screened.
8. Contents of records checks, and screening disclosures shall be kept strictly confidential among persons on the Screening Committee.
9. Any notices that persons are not eligible for a position as a result of records checks or screening disclosures shall not divulge the relevant violation/offence(s).
10. Records checks shall be provided by law enforcement or other government agency.

#### **Requirements**

11. **Timelines.** Screening Disclosure Forms and records checks are valid for three years. Notwithstanding this, the Screening Committee may request that a staff person or volunteer in a designated category provide a Screening Disclosure Form (see below) to the Screening Committee for review and consideration. Such request will be in writing and will provide the reasons for such a request.

12. **Fees.** The Lethbridge Ringette Association is responsible for the cost of police checks.
13. Individuals in designated categories will be screened using a record check and Screening Disclosure Form (see below). There will be no exceptions.
14. An individual will not knowingly be placed in a designated category who has a conviction for a 'relevant offence', as defined in this policy. However, where the Screening Committee is of the that, notwithstanding a conviction for a relevant offence a person can occupy a position in a designated category without adversely affecting the safety of Ringette Alberta, an athlete or member of Ringette Alberta, through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve a person's participation in a designated category.
15. If a person in a designated position subsequently receives a conviction for, or is found guilty of, a relevant offence, they will report this circumstance immediately to the Member screening committee.
16. Nothing in this policy will prevent an individual from re- applying for a staff or volunteer position with Lethbridge Ringette Association at some point in the future, and submitting a new PIC, VSC (as defined in 13.6(a)) and Screening Disclosure Form and letter of good standing, if required.
17. If a person has been screened and approved by a Lethbridge Ringette Association screening committee, the Lethbridge Ringette Association board will confirm such approval and not require a second screening while the first screening is valid.

### **Screening Committees**

18. The implementation of this policy for the Lethbridge Ringette Association is the responsibility of the Screening Committee of the Lethbridge Ringette Association; a committee of 2 persons appointed by the Lethbridge Ringette Association Board of Directors. The Board of Directors may, in its sole discretion, remove any member of the Screening Committee. Quorum for the Screening Committee will be two (2).
19. The Lethbridge Ringette Association shall designate at least two individuals who have the responsibility to implement this policy. These individuals will constitute the Screening Committee for the Member association.
20. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Lethbridge Ringette Association Board of Directors.
21. The Screening Committee is responsible for receiving and reviewing all PICs, VSCs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions in designated categories within Lethbridge Ringette Association programs. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists or any other person.

### **Records**

22. The Screening Committee will retain no copies of Screening Disclosure Forms or records checks, longer than the period they are valid. The records will be retained for 3 years and then they will be destroyed unless required by law or direction from the Board of Directors. The Screening Committee may retain written records of communication and with individuals whose Screening

Disclosure Forms or records checks indicate a relevant offence, as well as copies of its decisions and written reasons for decisions. 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.

### **Compliance and Consequences**

23. Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the staff or volunteer position.
24. If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their designated position(s) and may be subject to further discipline in accordance with the Lethbridge Ringette Association's Discipline Policy (see Section 4 Disciplinary Policy).
25. The decisions of the Screening Committee are final and binding and will be effective upon notice being sent to the individual by e-mail to his/her last known email address on record with the Lethbridge Ringette Association.
26. All individuals in designated categories, as defined in this Section 13, are required to advise the Screening Committee if they have been charged or convicted of any relevant offences defined at section 13.6(b) after their Screening Disclosure Form has been submitted and Records Check completed.

### **References:**

27. See Discipline and Complaints Policy

### **Definitions:**

28. The following terms have these meanings in this Policy:

(a) Records Check

- i. A Police Information Check (PIC) A check of records as maintained by the local police force and the Canadian Police Information Center (CPIC); and/or,
- ii. Vulnerable Sector Check (VSC) A check for criminal activity relating to vulnerable sectors of the community including youth and completed by the RCMP using fingerprint identification where necessary. VSC's can be applied for through any local police force other than the RCMP; or,
- iii. Any combination of the above.

(b) Relevant Offences: For the purposes of this Policy, a relevant offence is any of the following offences for which pardons have not been granted:

- i. If imposed in the last five years:
  1. Any violation/offence involving the use of a motor vehicle, including but not limited to impaired driving; or,
  2. Any violation/offence for trafficking and/or possession of drugs and/or narcotics;
  3. Any violation/offence involving conduct against public morals.

- ii. If imposed in the last ten years:
  - 1. Any violation/offence of violence including but not limited to, all forms of assault; or
  - 2. Any violation/offence involving a minor or minors.
- iii. If imposed at any time:
  - 1. Any violation/offence involving the possession, distribution, or sale of any child-related pornography;
  - 2. Any sexual violation/offence involving a minor or minors; or
  - 3. Any violation/offence involving theft or fraud.

(c) Screening Committee: a committee of at least two individuals appointed by the Directors of an association who will process the records checks and screening disclosure forms.

**Lethbridge Ringette Association Screening Disclosure Form**

Please print (for identification purposes only):

NAME:

\_\_\_\_\_

First

Middle

Last

OTHER NAMES YOU HAVE USED: \_\_\_\_\_

CURRENT PERMANENT ADDRESS:

\_\_\_\_\_

Street

City

Province

Postal

DATE OF BIRTH (Month/Day/Year): \_\_\_\_\_

GENDER: \_\_\_\_\_

1. Have you ever been convicted of a criminal conviction or been sanctioned by an independent body (sport body, private tribunal, government agency, etc.) for which a pardon has not been granted? Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements as required by Lethbridge Ringette Association's Screening Policy.

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe below:

Name or Type of Offense: \_\_\_\_\_

Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_

Year Convicted: \_\_\_\_\_

Age When Convicted: \_\_\_\_\_

Penalty or Punishment Imposed: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For more than one conviction please attach additional page(s) as necessary.

2. Are criminal charges or any other charges, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain for each pending charge:

Name or Type of Offense: \_\_\_\_\_

Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_

Age When You Allegedly Committed the Crime: \_\_\_\_\_

Further Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Certification**

The answers on this Form are truthful, accurate and complete.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_