

Screening Policy

1.01 Definitions

1.01.01 The following terms have these meanings in this Policy:

- I. *MLA*—Manitoba Lacrosse Association
- II. *Criminal Record Check (CRC)*—A search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record
- III. *Vulnerable Sector Verification (VSV)*—A detailed check that includes a search of the RCMP National Repository of Criminal Records, police information, and the Pardoned Sex Offender database

1.02 Purpose

1.02.01 The MLA understands that screening personnel and volunteers is a vital part of providing a safe sporting environment. The MLA 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 MLA's activities who may pose a risk to the MLA and its participants.

1.03 Application of this Policy

1.03.01 This Policy applies to all individuals whose position with the MLA is one of trust or authority which may relate to, at a minimum, finances, supervision, young people, or people with a disability.

1.03.02 Not all individuals associated with the MLA will be required to obtain a CRC or submit a Screening Disclosure Form because not all positions pose a risk to harm to the MLA or to its participants. The MLA will determine which individuals will be subject to screening using the following guidelines (variations from the guidelines are at the sole discretion of the MLA):

1.03.03 Level 1—Low Risk—Individuals involved in low risk assignments that are not in a supervisory role, not directing others, not involved with financial/cash management, and/or do not have access to minors or people with a disability. Examples:

- I. Parents, youth, or volunteers who are helping out on a non-regular informal basis

1.03.04 Level 2—Medium Risk—Individuals involved in a medium risk assignments who may be in a supervisory role, may direct others, may be involved with financial/cash management, and/or who may have limited access to minors or people with a disability. Examples:

- I. Assistant coaches
- II. Coaches who are typically under the supervision of another coach

1.03.05 Level 3—High Risk—Individuals involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with

financial/cash management, and who have access to minors or people with disability.
Examples:

- I. Full time coaches with a private club that is affiliated with the MLA
- II. Coaches who travel with athletes
- III. Coaches who could be alone with athletes
- IV. Volunteer Head Coaches

1.04 Policy

1.04.01 It is the MLA's policy that:

- I. Level 1 individuals will:
 - a. Complete a Screening Disclosure Form
 - b. Complete and Application Form indicating that the individual has read and understands the MLA's policies and procedures
 - c. Provide one letter of reference related to the position sought or provide the name and contact information of a reference
 - d. Participate in orientation as determined by the MLA
- II. Level 2 Individuals will:
 - a. Complete and provide a CRC
 - b. Complete a Screening Disclosure Form
 - c. Complete and Application Form indicating that the individual has read and understands the MLA's policies and procedures
 - d. Provide one letter of reference related to the position sought or provide the name and contact information of a reference
 - e. Participate in orientation as determined by the MLA
 - f. Provide a driver's abstract, if requested
- III. Level 3 individuals will:
 - a. Complete and provide a CRC and VSV
 - b. Complete a Screening Disclosure Form
 - c. Complete and Application Form indicating that the individual has read and understands the MLA's policies and procedures
 - d. Provide one letter of reference related to the position sought or provide the name and contact information of a reference
 - e. Participate in orientation as determined by the MLA
 - f. Provide a driver's abstract, if requested

1.04.02 Failure to participate in the screening process as outlined in this policy will result in the individual's ineligibility for the position sought.

1.04.03 When the Executive Director is of the opinion that, notwithstanding a conviction, a person can occupy a position within the MLA without adversely affecting the safety of the MLA, any individual, athlete, or member of the MLA through the imposition of such terms and conditions as are deemed appropriate, the Executive Director may approve an individual's participation.

1.05 How to Obtain a Criminal Record Check or Vulnerable Sector Verification

1.05.01 Although a CRC may be obtained online from a third-party provider, individuals may only obtain a VSV by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required and may be reimbursed by the MLA upon the submission of a legitimate receipt and volunteer expense form.

1.05.02 Fingerprinting may be required if there is a positive match with the individual's gender and birth date.

1.06 Procedure

1.06.01 The Screening requirements defined in this policy will be submitted to the MLA in an envelope marked "Confidential."

1.06.02 If required, the MLA will provide a letter confirming the potential position within the MLA.

1.06.03 Individuals who do not undertake the screening requirements required by this policy will receive a notice to that effect and will be informed that their application and/or position will not proceed until such time as the screening requirements are followed.

1.06.04 The Executive Director will review all submitted documents and determine if the individual has committed a relevant offense.

1.06.05 Subsequent to its review, the Executive Director will:

- I. Approve an individual's participation; or
- II. Deny an individual's participation; or
- III. Approve an individual's participation subject to terms and conditions as the Executive Director deems appropriate

1.06.06 If an individual's documents do not reveal a relevant offense, the Executive Director will advise that the individual is eligible. If an individual's documents reveal a relevant offense, the Executive Director will render the decision and provide notice of its decision. After providing notice, the Executive Director will return or destroy the CRC or VSV.

1.06.07 CRC's are valid for a period of three years, VSV's are valid forever (because no new names are being added to the database that the VSV searches), and Screening Disclosure Forms must be completed on an annual basis. However, the Executive Director may request that an individual provide a CRC or a Screening Disclosure Form to review and consideration at any time. Such request will be in writing and reasons will be provided for a request.

1.07 Relevant Offenses

1.07.01 Provided a pardon has not been granted, the following examples are considered to be relevant offenses:

- I. If imposed in the last five years:
 - a. Any offense involving the use of a motor vehicle, including but not limited to impaired driving
 - b. Any offense for trafficking and/or possession of drugs and/or narcotics
 - c. Any offense involving conduct against public morals
- II. If imposed in the last ten years:
 - a. Any crime of violence including but not limited to, all forms of assault
 - b. Any offense involving a minor of minors
- III. If imposed at any time:
 - a. Any offense involving the possession, distribution, or sale of any child-related pornography
 - b. Any sexual offense
 - c. Any offense involving theft or fraud

1.08 Records

1.08.01 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.

1.09 Criminal Convictions

1.09.01 An individual's conviction for any of the following Criminal Code offenses may result in expulsion from the MLA and/or removal from designated positions, competitions, programs, activities, and events upon the sole discretion of the MLA

- I. Any offense of physical or psychological violence
- II. Any crime of violence including but not limited to, all forms of assault
- III. Any offense involving trafficking of illegal drugs
- IV. Any offense involving the possession, distribution, or sale of any child related pornography
- V. Any sexual offense
- VI. Any offense involving theft or fraud

Board Approved – January 11th, 2017