

14.0 Screening

FORT McMURRAY RINGETTE ASSOCIATION



AS UPDATED AT FORT MCMURRAY, ALBERTA ON MAY 2025

14– SCREENING

14.1 Preamble

- a. Screening of personnel and volunteers is an important part of providing a safe sporting environment and has become a common practice among sport clubs that provide programs and services. FORT MCMURRAY RINGETTE ASSOCIATION (hereinafter the “Club”) is responsible at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events.
- b. This Policy is one of several policy tools that the Club will use to fulfil its commitment to provide a safe environment and to protect its participants.

14.2 Purpose

The purpose of screening is to identify individuals who may pose a risk to the Club and participants.

14.3 Policy Statement

- a. Not all individuals associated with the Club will be required to undergo screening through a Criminal Records Check (“CRC”), Vulnerable Sector Screening (“VSS”) and Screening Disclosure Form. The Club will determine, as a matter of policy, which designated categories of individuals will be subject to screening.
- b. 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 Club. Such designated categories include:
 - i. All individuals in paid staff positions;
 - ii. All board members; and
 - iii. Any persons appointed to a Club team whether as a coach, manager, chaperone, driver or official in another role.
- c. It is the Club’s policy that:
 - i. Individuals in designated categories will be screened using CRCs, VSSs and the Screening Disclosure Form.
 - ii. Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the position.
 - iii. The Club will not knowingly place in a designated category an individual who has a conviction for a ‘relevant offence’, as defined in this policy. However, where the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence a person can occupy a position in a designated category without adversely affecting the safety of the Club, an athlete or participant, 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.
 - iv. If a person in a designated position subsequently is charged or receives a conviction for, or is found guilty of, a relevant offence, they will report this circumstance immediately to the Club.
 - v. If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their designated position and may be subject to further discipline in accordance with the Club’s Discipline Policy.

14.4 Volunteer Coordinator Screening

- a. The implementation of this policy is the responsibility of the Volunteer Coordinator of the

- Club.
- b. The Volunteer Coordinator will carry out its duties, in accordance with the terms of this policy, independent of the Board of Directors of the Club.
- c. The Volunteer Coordinator is responsible for reviewing all CRCs, VSSs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions in designated categories within the Club. In carrying out their duties, the Volunteer Coordinator may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists or any other person.

14.5 Procedure

- a. Each person subject to this Policy will obtain and submit a CRC and VSS from their local Police Service and a letter of good standing from the person's previous ringette organisation in the case of a transfer from another club, out of province or country to the Club.
- b. The CRC, VSS and letter of good standing, if required, will be submitted to the Volunteer Coordinator, via the Ramp Registration website and stored on the individual's account.
- c. Individuals who do not submit a CRC, VSS and letter of good standing, if required, will receive a notice to this effect and will be informed that their application will not proceed until such time as the CRC, VSS and letter of good standing, if required, is received.
- d. After to its review of a CRC, VSS or letter of good standing, if required, the Volunteer Coordinator will: a) Approve an individual's participation in a designated category; or b) Deny an individual's participation in a designated category; or c) Approve an individual's participation in a designated category subject to terms and conditions as the Volunteer Coordinator deems appropriate.
- e. If an individual's CRC, VSS or letter of good standing, if required, does not reveal a relevant offence; the Volunteer Coordinator will notify the Club President that the individual is eligible for the designated position.
- f. If an individual's CRC, VSS or letter of good standing, if required, reveals a relevant offence; the Volunteer Coordinator will notify the Club President, render its decision and provide notice of its decision.
- g. The decisions of the Volunteer Coordinator are final and binding.
- h. Nothing in this policy will prevent an individual from re-applying for a staff or volunteer position with the Club at some point in the future, and submitting a new CRC, VSS and letter of good standing, if required.
- i. CRCs and VSSs are valid for a period of two years. Notwithstanding this, the Volunteer Coordinator may request that a staff person or volunteer in a designated category provide a CRC or VSS to the Screening Committee for review and consideration. Such a request will be in writing and will provide the reasons for such a request.

14.6 Relevant Offences

- a. 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.

14.7 Written Records

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.