



VOLUNTEER SCREENING POLICY

PURPOSE

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. THE MEDICINE HAT RINGETTE ASSOCIATION (hereinafter the “MHRA”) is responsible at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. This Policy is one of several policy tools that the MHRA will use to fulfill its commitment to provide a safe environment and to protect its participants.

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

SCOPE

1. Not all individuals associated with the MHRA will be required to undergo screening through a Police Information Check (“PIC”) and Vulnerable Sector Screening (“VSS”). The MHRA will determine, as a matter of policy, which designated categories of individuals will be subject to screening.
2. 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 MHRA. Such designated categories include:
 - All individuals in paid staff positions;
 - All executive members (Voting Directors & Coordinators); and
 - All team staff listed on the TRF (Team Registration Form) Coaches, Trainers, as well as On Ice Assistants. * Managers are excluded from this Policy.
3. It is the MHRA’s policy that:
 - a) All Individuals in designated categories will be screened using PICs and VSSs, there will be no exceptions.
 - b) Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the position.
 - c) The MHRA 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 MHRA, 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.

d) 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 MHRA.

e) 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 MHRA's Discipline Policy.

SCREENING COMMITTEE

1. The implementation of this policy is the responsibility of the Screening Committee of the MHRA; a committee of two Directors; the Vice President of Administration and the Secretary.

2. The Board of Directors may, in its sole discretion, remove any individual of the Screening Committee. Where a position on the Screening Committee becomes vacant, either because an individual has been removed or because an individual has resigned, the Board of Directors, at its sole discretion, will appoint a replacement.

3. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board of Directors of the MHRA.

4. The Screening Committee is responsible for reviewing all PICs and VSSs, and based on such reviews, making decisions regarding the appropriateness of individuals filling positions in designated categories within the Club. 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.

5. Contents of the PICs and VSSs shall be kept strictly confidential among the members of the Screening Committee.

6. Any notices that persons are not eligible for a position as the result of the PIC and VSS shall not divulge the relevant violation/offence(s).

PROCEDURE

1. Each person subject to this Policy will obtain and submit, at their own cost, a PIC and VSS from their local Police Service. A copy of the "Police Information Check Request Letter" can be found on the MHRA website.

2. Paper copies of the PIC, VSS will be delivered in person to the Screening Committee in a sealed envelope marked "Confidential" by October 31st of the current playing season or within 3 weeks of accepting a team staff position if after October 31st. (unless already on file with the MHRA).

3. Individuals who do not participate in the screening process by submitting a PIC and VSS, as outlined in this policy, will become ineligible for the staff or volunteer position until such time as the PIC and VSS is received. Notice of the ineligibility will be sent via email to the individual's last known email address on record with MHRA.

4. After to its review of a PIC and VSS, the Screening Committee 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 Screening Committee deems appropriate.

5. If an individual's PIC or VSS reveals a relevant offence; the Screening Committee will notify the MHRA President, render its decision and provide notice. After providing notice, the Screening Committee will maintain the original PIC and VSS for a period of 3 years.
6. The decisions of the Screening Committee are final and binding.
7. Nothing in this policy will prevent an individual from reapplying for a staff or volunteer position with the MHRA at some point in the future, and submitting a new PIC and VSS.
8. PICs and VSSs are valid for a period of three years and Notwithstanding this, the Screening Committee may request that a staff person or volunteer in a designated category provide a PIC or VSS to the Screening Committee for review and consideration. Such request will be in writing and will provide the reasons for such a request.

RELEVANT OFFENCES

For the purposes of this Policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:

- a) If imposed in the last five years:
 - i. Any violation/offence involving the use of a motor vehicle, including but not limited to impaired driving; or
 - ii. Any violation/offence for trafficking and/or possession of drugs and/or narcotics.
 - iii. Any violation/offence involving conduct against public morals;
- b) If imposed in the last ten years:
 - i. Any violation/offence of violence including but not limited to, all forms of assault; or
 - ii. Any violation/offence involving a minor or minors.
- c) If imposed at any time:
 - i. Any violation/offence involving the possession, distribution, or sale of any childrelated pornography;
 - ii. Any sexual violation/offence involving a minor or minors; or
 - iii. Any violation/offence involving theft or fraud.

WRITTEN RECORDS

All records will be maintained for a period of three years in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasilegal or disciplinary proceedings.