

Screening Policy

Policy Section	Change	Date Approved	Effective Date
All	New Policy	2002	2002
All	Policy Revisions	2003-2011	2003-2011
All	Split Policy into sections 1.0 – 23.0, Screening and Training Matrix Form-G	2012	2012
9.4.2, 9.4.4 All	Removed male references, Spelling, Punctuation	N/A	11/03/2017
New Policy	Created a new screening policy based on Ringette Canada’s up-to-date policy and incorporating current legal advice and industry standards.	Jan 13 2025	Start of 2025-2026 Season

Definitions

1. The following terms have these meanings in this policy; any term not defined in this Policy may be defined in other Ringette Alberta or Ringette Canada Policies.

Security Screening Definitions

- a) “*Criminal Record Check (CRC)*” – A search of police reports of incidents and arrests which requires showing two pieces of government-issued identification (one of which has a photo) to the police service or authority conducting the check. The check may also include a search for criminal convictions through the federal database which requires providing fingerprints.

- b) *Vulnerable Sector Check (VSC)* – a detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, local police information incidents and reports, and the Pardoned Sex Offender database and any other sources pertaining to vulnerable person such as minors, disabled persons, etc.

Other Definitions

- c) *“Organizational Participant”* - Refers to all categories of Member defined in the By-laws and Policies of Ringette Alberta and all individuals who are subject to the Governing Documents and Policies of Ringette Alberta. This includes all people employed by, contracted by, or engaged in activities sanctioned by Ringette Alberta and its Members including, but not limited to, employees, contractors, athletes, coaches, facilitators, evaluators, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, committee members, and Directors and Officers.
- d) *Screening Committee* – refers to a group of three individuals appointed through formal motion by the Board of Directors of either Ringette Alberta or a Member Association.
- e) *“Team Staff”* – defined in Ringette Alberta’s *Team Staff Policy*. All Team Staff must meet the following minimum age requirements:
 - i. Head Coach (18)
 - ii. Assistant Coach (16)
 - iii. Junior Coach (14)
 - iv. On Ice Assistant (18)
 - v. Manager (16)
 - vi. Trainer (18)
- f) *“Vulnerable Participant”* – Includes any Organizational Participant who is either a Minor or vulnerable adult (a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority).

Purpose

2. Ringette Alberta and its Member Associations understand that screening Organizational Participants is a vital part of providing a safe sporting environment and has become a common practice and industry standard among sport organizations that provide programs and services to the community.
3. This Policy is one of several policy tools that Ringette Alberta and its Member Associations use to fulfill our mutual commitment to providing a safe sport environment by identifying individuals who may pose a risk.

Application of this Policy

4. This Policy applies to all Organizational Participants whose position with Ringette Alberta and/or the Member Association is one of trust or authority which may relate to, at a minimum, finances, supervision, coaching, Team Staff, or Vulnerable Organizational Participants.

Levels of Risk

5. Not all Organizational Participants will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to Ringette Alberta or to its Organizational Participants, including Member Associations. Ringette Alberta will determine which Organizational Participants will be subject to screening based on the following two levels of risk:

Level 1 – Low Risk – Organizational Participants involved in low-risk assignments who are

NOT:

- in a position of trust or authority over athletes
- nor involved with finances
- nor having unsupervised access to Vulnerable Organizational Participants.

For the application of this screening policy, Low Risk Organizational Participants includes the following groups, except those individuals who are in a position noted above which would move them into Level 2 – High Risk:

- Ringette Alberta staff
- Ringette Alberta or Member Association Board members
- Members of Committees appointed by Ringette Alberta and/or a Member Association

Level 2 – High Risk – Organizational Participants involved in high-risk assignments who **ARE (or have the potential to be):**

- in a position of trust or authority particularly over athletes
- involved with finances
- have unsupervised access to Vulnerable Organizational Participants

For the application of this screening policy, High Risk Organizational Participants includes:

- a) Coaches and other Team Staff and volunteers who are not minors (See section on Minors in this Policy)
 - b) Volunteers or Staff who manage finances
 - c) Officials
6. Ringette Alberta will manage and facilitate the screening process for its paid staff, board members, and any persons appointed to conduct Ringette Alberta business and/or who are accompanying and working with teams representing Ringette Alberta at inter-provincial

and/or international events and/or competitions. It is Ringette Alberta's obligation to explain to those captured within this section the requirements of this Policy.

7. Member Associations will manage the screening process for staff, volunteers, and any person appointed to conduct Member Association business.
8. Any person required to complete screening is responsible for covering the cost, unless there is a reimbursement agreement with Ringette Alberta or the Member Association.
9. Participants will be subject to the screening and training requirements described in the Screening and Training Matrix Form and any additional screening and/or training that Ringette Alberta or the Member Association deems appropriate.

Screening Committee and other Responsible Parties

10. As legally constituted non-profit organizations, the Ringette Alberta Board of Directors and/or the Member Association Boards of Directors are ultimately responsible for decisions made under this policy.

However, the actual implementation of this policy and particularly the procedures outlined herein is carried out by the party(ies) whom Ringette Alberta or the Member Association Board of Directors has assigned that task to. Those parties will carry out their duties according to this policy and may include:

- Member Association or Ringette Alberta Board of Directors and/or;
- Coaching Director or other position assigned by the Member Association and/or;
- Staff or volunteers assigned by Ringette Alberta and/or;
- Screening Committee assigned by Ringette Alberta or the Member Association

11. The Screening Committee is comprised of three members appointed through formal motion by either the Ringette Alberta Board of Directors or a Member Association Board of Directors. The Screening Committee members must not have any real or perceived Conflicts of Interest, and they must have the requisite skills, knowledge, and abilities to accurately review and comprehend screening documents and render recommendations under this Policy. Quorum for the Screening Committee will be all members of the committee. Only when quorum is met shall the recommendations be determined.

Initial Review of Screening Documents

12. Provision of Documents - Organizational Participants are required to upload their screening documents to the online RAMP system before having unsupervised access to minors. If the person being screened is not registering on RAMP (e.g. Ringette Alberta staff, Member Association staff or volunteers, etc), then their screening documents must be provided to the designated person responsible within the Member Association or Ringette Alberta, depending on the position being applied for. Those that haven't provided their screening

documents to the online RAMP registration system are not permitted unsupervised access to minors but may carry out their role under supervision of another person who has completed and passed the necessary screening requirement.

13. Initial Review of Documents - The individual designated by the Member Association or Ringette Alberta, depending on the position applied for, will review all screening documents. In Member Associations, this is typically the Coaching Director and in Ringette Alberta, this is typically the Executive Director; however, the Member Association or Ringette Alberta Board of Directors or Executive Director may choose to designate a different individual.
14. Requiring an Additional Review - If the Initial Review of Screening Documents determines something that is of concern and/or could make the individual ineligible for the position (ie. such as not passing the screening requirements), then the individual who has done the initial review will identify that applicant as requiring further review. Either the Ringette Alberta or Member Association Screening Committee will then carry out an additional review of the applicant's documents. In cases where a Screening Committee does not exist, then the Board of Directors will carry out the additional review

Additional Review by Screening Committee

15. The Screening Committee will review all documents submitted and, based on the review, make recommendations to the Board of Directors regarding the appropriateness of the Organizational Participant filling the position within Ringette Alberta or the Member Associations (depending on what position is being screened for).
16. Following their first review of the screening documents, the Screening Committee will decide if:
 - a) The Organizational Participant has passed screening and may participate in the desired position.
 - b) The Organizational Participant has passed screening and may participate in the desired position, but with conditions.
 - c) The Organizational Participant has not passed screening and may not participate in the desired position.
 - d) More information is required.
17. Examples of additional sources of information include, but are not exclusive to: interview with the applicant, information from other organizations (authorized by the applicant), previous offences or disciplinary matters, reference letters, etc. Nothing in this Policy restricts or limits the Screening Committee from requesting the above or other sources authorized by the applicant on more than one occasion and/or at various times.
18. The Screening Committee must exercise due diligence in examining the information and determining the risks, if any, of a decision to allow the individual to perform the role in question. In making its decision, the Screening Committee will consider a number of factors including, but not exclusive, to the type and date of offense as well as the relevance of the offense to the position sought.

19. 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. If there is a cost to accessing external expertise, the Member Association or Ringette Alberta Board of Directors must first approve that cost which will be borne by the organization in which the applicant is applying.
20. Ringette Alberta recognizes that different information will be available depending on the type of screening document, and its source, that a Participant submits. For example, a CRC may show details of a specific offense, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The Screening Committee will determine whether further information is required, based on the screening documents that have been submitted.
21. The Screening Committee may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.

Recommendations by the Screening Committee

22. Approval - If the Screening Committee determines (based on the individual's screening information, in addition to any further material received) that the individual does not pose a risk to Ringette Alberta, its Member Associations, or Organizational Participants, then the Screening Committee shall recommend approval to the Board of Directors (of either Ringette Alberta or the Member Association, depending on the position being applied for). The Steering Committee may also recommend approval with conditions.
23. In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall be provided to the applicant and to the Board of Directors of Ringette Alberta or the Member Association, depending on the position applied for. If a Member Association Board of Directors approves an applicant with conditions, the Member Association will inform the Ringette Alberta Executive Director who will inform the Ringette Alberta Board of Directors.
24. When a Screening Committee makes a recommendation to accept an individual whose screening revealed circumstances of concern (e.g. criminal record, disciplinary record from another Association, etc.), the decision is subject to review and approval by the Ringette Alberta Board of Directors (if it's the Ringette Alberta Screening Committee) or the Member Association Board of Directors (if it's the Member Association Screening Committee).
25. An Organizational Participant whose application for a position has been denied or revoked based on screening results may not re-apply to participate in the programs or activities of Ringette Alberta or its Member Associations for three (3) years from the date the rejected application was made.

Any notices that individual(s) are not eligible for a position shall only be communicated with the individual who has applied, and shall only disclose the relevant violation/offense to the individual who has applied.

Screening Requirements

26. While the RAMP online registration system indicates what is required, Ringette Alberta also provides, for information, the Screening and Training Matrix form as a reference of all the requirements for different types of positions.

27. All Organizational Participants will:

- i. Complete then Application and Screening Disclosure questions on the RAMP registration system. For information, these are outlined in **Application and Screening Disclosure Form**.
 - ii. Upload the required screening documents, outlined in **Screening and Training Matrix Form**, to the RAMP registration system
 - iii. Participate in training and orientation as outlined in **Screening and Training Matrix Form**
 - iv. For returning Organizational Participants, complete the Application and Screening Disclosure questions on the RAMP registration system. For information, these are outlined in **Application and Screening Disclosure Form**.
- a) The different requirements of screening required for Level 1 Low Risk versus Level 2 High Risk are outlined in **Screening and Training Matrix Form**.
 - b) For minors, two letters of reference, if requested, must be provided. See Section on Minors in this policy for further information.
 - c) If an Organizational Participant subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to Ringette Alberta. Additionally, the Organizational Participant will inform Ringette Alberta of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
 - d) If Ringette Alberta learns that an Organizational Participant has provided false, inaccurate, or misleading information, the Organizational Participant will immediately be removed from their position and may be subject to further discipline in accordance with Ringette Alberta's *Discipline and Complaints Policy*

Minors

28. Ringette Alberta defines a minor as someone who is younger than eighteen (18) years of age. When screening minors (including Team Staff who are younger than 18), Ringette Alberta and its Member Associations will:

- a) Not require the young person to obtain a CRC or VSC

29. Notwithstanding the above, Ringette Alberta and its Member Associations may ask a minor to obtain an enhanced CRC, requiring fingerprints, or VSC if Ringette Alberta suspects the young person has an adult conviction and therefore has a *criminal record*. In these circumstances, Ringette Alberta will be clear in its request that it is not asking for the young

person's *youth record*. Ringette Alberta understands that it may not request to see a young person's youth record.

Renewal

30. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, Organizational Participants who are required to submit Screening Disclosure or Renewal Information, CRC, or VSC, are required to submit documents and/or information as follows:
- a) A CRC and/or VSC every three years
 - b) Screening Disclosure Information every three years
 - c) Screening Renewal Information every year
31. The Screening Committee may request that an Organizational Participant provides any of the above-listed documents at any time. Such requests will be in writing and reasons will be provided for the request.

Orientation, Training, and Monitoring

32. The type and amount of orientation, training, and monitoring will be based on the Participant's level of risk, at Ringette Alberta's discretion.
33. Orientation may include, but is not limited to, start-of-season online presentations or workshops by Ringette Alberta or another source, introductory presentations, facility tours, equipment demonstrations, team staff/parent/guardian/athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.
34. Training may include, but is not limited to, coach courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
35. At the conclusion of orientation and training, the Participant will be required to acknowledge, on the RAMP Registration system, that they have received and completed the required training and/or certification.
36. Monitoring may include, but is not limited to, written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

Obtaining a CRC or VSC

37. It is the Member Association's responsibility to ensure that their team staff, and any other required volunteers, apply for their CRC or VSC. When required, Organizational Participants may obtain a CRC via their local police station, the RCMP, or online through Sterling Backcheck. Two pieces of government-issued identification (one of which must have a photo) is required. Fees may also be required.

38. When required, Organizational Participants may obtain a VSC by visiting the local police service (examples depending on your community: RCMP, Edmonton Police Service, Calgary Police Service, etc.) submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required.
39. Fingerprinting may be required for a further search if there is a positive match with the individual's gender and birth date from the initial search.
40. Ringette Alberta understands that it may be required to assist an individual with obtaining a VSC by providing a form letter at the request of the Organizational Participant. For Member Association positions, the Member Association provides guidance to the applicants on where to obtain their CRC and/or VSC.
41. An Organizational Participant who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The Organizational Participant will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.
42. Ringette Alberta understands that there may be delays in receiving the results of a CRC and/or a VSC. At its discretion, Ringette Alberta may permit the Organizational Participant to participate in the role during the delay. If the role requires unsupervised contact with Vulnerable Participants, then the individual may only carry out their role under supervision of another person who has completed and passed the necessary screening requirements. Ringette Alberta may withdraw this permission at any time and for any reason.

Relevant Offenses

43. The Screening Committee must decide that an Organizational Participant has not passed screening if the screening documentation reveals any of the following:
 - a) If imposed in the last five years:
 - i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving.
 - ii. Any offense involving conduct against public morals.
 - b) If imposed at any time:

An Organizational Participant's conviction for any of the following *Criminal Code* offenses:

- i. Any offense involving a minor or minors.
- ii. Any offense of physical or psychological violence.
- iii. Any crime of violence including but not limited to, all forms of assault.
- iv. Any offense involving trafficking and/or possession of illegal drugs.

- v. Any offense involving the possession, distribution, or sale of any child-related pornography.
- vi. Any sexual offense.
- vii. Any offense involving theft or fraud.

Conditions and Monitoring

44. Excluding the incidents above which, if revealed, would cause the Organizational Participant to not pass screening, the Screening Committee may determine that incidents revealed on an Organizational Participant's screening documents may allow the Participant to pass the screening process and participate in a desired position as long as certain *conditions* are imposed. The Screening Committee may apply and remove conditions at its discretion and will determine the means by which adherence to conditions may be monitored.

Records

45. All records received for the purposes of screening 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.
46. The records kept by Ringette Alberta, or the Member Association, as part of the screening process include but are not limited to:
- a) An Organizational Participant's CRC and/or Vulnerable Sector Check (for a period of three years)
 - b) A Participant's Application and Screening Disclosure Information (for a period of three years)
 - c) A Participant's Screening Renewal Information (for a period of one year)
 - d) Records of any conditions attached to a Participant's registration by the Screening Committee
 - e) Records of any discipline applied to any Participant by Ringette Alberta or by another sport organization
 - f) For further information on record-keeping and privacy, refer to Ringette Alberta Privacy Policy.

This Policy is subject to review at least once every three years

Date of most recent review: January 11, 2025

Previous date of last review: 2017

Related Forms:

[Screening and training Requirements Form](#)

[Application and Screening Disclosure Form](#)

Related Policies:

Team Staff Policy

Membership Policy

Privacy Policy