



Screening Policy

PURPOSE

Softball Manitoba recognizes that screening of personnel is a vital part of providing a safe and secure sporting environment. It is imperative that Softball Manitoba ensures a mutually beneficial experience for all persons involved in Softball Manitoba (SM) activities, therefore SM requires all individuals in Designated Categories to be screened before they can be insured members within SM.

POLICY STATEMENT

Screening will be an ongoing process performed by Softball Manitoba to identify individuals involved in SM activities who may pose a risk to the organization and/or its participants.

APPLICATION OF THIS POLICY

1. Failure or refusal to participate in the screening process as outlined in the policy, will result in automatic ineligibility.
2. Personnel in Designated Categories will be required to obtain a CRC, CARC and complete a SDF.
3. This policy applies to Personnel of all ages who fall under the roles listed in the chart below.
4. Not all positions pose a risk of harm to SM or its participants and therefore Personnel will be screened with different tools as determined by SM.

Role	Level of Risk	Screening and Training Requirements	Frequency of Requirements
Softball Coach Under the Age of 18	Low	Respect in Sport & Rule of Two Background Check: Reference Letter from League President	RIS: Every five years Reference Letter form annually
Softball Coach (Learn to Play & Adult)	Low	Respect in Sport & Rule of Two Background Check: CRC	RIS & Background Check: Every five years Screening Disclosure form annually
Minor Softball Coach (U11 – U19 A/AA)	Medium	Respect in Sport, Rule of Two, NCCP training Background Check: CRC	RIS & Background Check: Every five years Screening Disclosure form annually
Minor Softball Coach (U13 – U19 AAA)	High	Respect in Sport, Rule of Two, NCCP training & certification Background Check: CRC along with CARC	RIS, Background Check and CARC: Every five years Screening Disclosure form annually
Travelling Umpire (Summer Games, WCSC & Nationals)	Medium/High	NCCP training Background Check: CRC along with CARC	Background Check and CARC: Every five years Screening Disclosure form annually
Performance Coach	High	Respect in Sport, Rule of Two, NCCP training & certification Background Check: CRC along with CARC	RIS, Background Check and CARC: Every five years Screening Disclosure form annually

Learning Facilitator	High	Respect in Sport, Rule of Two, NCCP training & certification Background Check: CRC along with CARC	RIS, Background Check and CARC: Every five years Screening Disclosure form annually
Staff & Board Members	Medium/High	Background Check: CRC along with CARC	Background Check and CARC: Every five years Screening Disclosure form annually

DEFINITIONS

5. "Personnel" – includes members, volunteers, employees, and contractors whose position with SM is one of trust or authority or interaction with minors. Personnel may include but are not limited to, coaches, umpires, trainers, coordinators, SM Management Committee and SM staff.
6. "Criminal Record Check" (CRC) – a search of the Winnipeg Police Service and / or RCMP records database to determine whether the individual has a criminal record.
7. "Child Abuse Registry Check" (CARC) – a search with the Province of Manitoba Child Abuse Registry to determine whether an individual has been found to have abused a child.
8. "Screening Disclosure Form" (SDF) – a screening tool to be completed by personnel in Designated Categories and includes the form as attached to this policy or other documents approved by SM.
9. "Designated Categories" - 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 SM. This policy applies to personnel in the following designated classes:
 1. All individuals in paid staff positions
 2. All Management Committee members
 3. All coaches affiliated with Team Manitoba/Travel Teams, whether paid or volunteer
 4. All umpires travelling to Major Championships
 5. All persons involved in the delivery of a developmental program, including camps and clinics
 6. All persons, association, or league coaches/managers and/or all individuals in a position of authority within an association or league

POLICY

10. All positions will have a clear set of guidelines about appropriate behavior and conduct as outlined in the Softball Manitoba Code of Conduct & Ethics.
11. SM will not knowingly place in a Designated Category an individual who has a conviction for a '**relevant offence**', as defined in this policy (point 23 below).
12. 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 SM, an athlete, or member of SM, the Screening Committee may approve a persons' placement in a Designated Category.
13. If a person in a Designated Category subsequently receives a conviction for, or is found guilty of, a relevant offense, they **MUST** report this circumstance immediately to SM.
14. If a person provides falsified or misleading information, that person will immediately be removed from their position and may be subject to further discipline in accordance with SM policies.

SCREENING COMMITTEE

15. The implementation of this policy is the responsibility of the SM Screening Committee which will be made up of Softball Manitoba's Executive Committee.
16. The Screening Committee will carry out its duties in accordance with the terms of this Policy, independent of the Board of Directors of SM.
17. Using reasonable efforts, the Screening Committee is responsible for supporting SM staff in the receiving and reviewing of all CRC, CARC and SDF and, based on such reviews, shall make decisions regarding the appropriateness of individuals filling positions in Designated Categories within SM. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police officers, risk management consultants, volunteer screening specialists, or any other person.

SCREENING TOOLS

18. SM may use any combination of screening tools it determines necessary to screen Personnel. Screening tools may include but are not limited to: interviews, reference checks, and submission of a CRC and/or CARC and/or SDF.
 - 18.1 **Interview** - may be used to determine suitability and interest for a Designated Category. Interviews will be conducted, as authorized by SM.
 - 18.2 **Reference Checks** - Professional and personal reference may be required to be submitted. Potential volunteers are requested to provide signed consent giving the organization permission to contact the provided references.
 - 18.3 **CRC** approved agencies are:
 - 10.4.1 Mybackcheck.com
 - 10.4.2 Municipal Police (i.e. Winnipeg Police Service)
 - 10.4.3 Royal Canadian Mounted Police (RCMP)
 - 10.4.4 Ontario Provincial Police (OPP)
 - 18.4 **CARC** approved agency is:
 - 10.5.1 Province of Manitoba Child & Family Services

PROCEDURE

19. Each person subject to this policy will obtain and submit to SM head office electronically (Ramp), a CRC and CARC from the agencies as outlined under paragraph 18 – Screening Tools, of this policy, the SDF and, if required, a letter of good standing from the person's previous softball organization, if any, in the case of a transfer from out of province or country to Softball Manitoba.
20. The CRC and CARC certificates uploaded to Ramp will be a copy of the original document. Personnel must keep their original documents in case SM requires them.
21. Individuals who do not submit a CRC, CARC, SDF and letter of good standing, if required, will receive a notice to this effect and will be informed that their application will not proceed and will be ineligible for participation in SM sanctioned events and programs until such time as the CRC, CARC, SDF and letter of good standing, if required, is received.
22. SM Staff will receive and review all CRC, CARC, SDF, and letters of good standing, if required, and determine whether the individual is,
 - 22.1 **Eligible** based on no offences being revealed.
 - 22.2 **Further Review is Required:** a relevant offence is revealed.
In the event that a screening tool reveals a relevant offence, the Screening Committee will review the case. The individual will be advised that their application will be placed on hold until the review is complete, and a decision has been made.
23. The Review may include the following:
 - 23.1 Consideration of the relevant offence. For the purposes of this Policy, a '**relevant offence**' is any of the following offences for which pardons have not been granted:
 - 23.1.1 If imposed in the last five (5) years:
 - i) Any offence involving the use of a motor vehicle, including but not limited to impaired driving.
 - ii) Any violation for trafficking and/or possession of drugs and/or narcotics.
 - iii) Any offence involving conduct against public morals.
 - 23.1.2 If imposed in the last ten (10) years:
 - i) Any crime of violence including but not limited to, all forms of assault.
 - ii) Any offence involving a minor or minors.
 - 23.1.3 If imposed at any time:
 - i) Any offence involving the possession, distribution, or sale of any child-related pornography.
 - ii) Any sexual offence.
 - iii) Any offence involving theft or fraud.
 - 23.2 A request for documentation from the individual describing the relevant offence and any pertinent information the individual feels the screening committee should consider.
24. Once the review is completed the Screening Committee will review and by majority vote, will:
 - 24.1 **Approve** an individual's participation in a Designated Category; or
 - 24.2 **Approve with Conditions** an individual's participation in a Designated Category. The Screening Committee will set the terms and conditions which they deem to be appropriate.
 - 24.3 **Deny** an individual's participation in a Designated Category

25. Where the Screening Committee denies an individual's participation in a Designated Category or approves an individual's participation in a Designated Category subject to terms and conditions, the reasons for such decision will be provided, in writing, to the individual and the SM Management Committee.
26. Nothing in this policy will prevent an individual from re-applying for a Designated Position with SM at some point in the future, and submitting a new CRC, CARC and SDF and letter of good standing, if required.
27. CRC and CARC are valid for the entire period the individual is a member of MB and an SDF must be completed at the request of SM. Notwithstanding this, the Screening Committee may request that a person in a Designated Category provide a CRC, CARC or SDF to the Screening Committee for review and consideration at any point in time. Such request will be in writing and will provide the reasons for such a request.

RECORDS

28. The Screening Committee will not retain copies of CRC and CARC.
29. The following records will be retained/documented:
 - 30.1** Written records of communication with individuals whose CRC, CARC or SDF indicate a relevant offence.
 - 30.2** Copies of decisions and written reasons for decisions made by the SM Screening Committee.
 - 30.3** Validity dates of CRC and CARC, original copies will be returned or destroyed.
30. All records will be maintained in a confidential manner and will not be disclosed to others except with the written permission of the individual, as required by law, or for use in legal, quasi-legal or disciplinary proceedings conducted by SM.

APPEALS

31. The decisions of the Screening Committee are final and binding with no right of appeal, and will be effective upon notice being sent to the individual by e-mail to his/her last known email address on record with SM.

REVIEW AND APPROVAL

32. This policy was approved by the Board of Directors of Softball Manitoba on January 30, 2025. This policy is not a static document and will be reviewed by the Board of Directors of SM on an annual basis.

APPENDIX A – SCREENING DISCLOSURE FORM

NAME:

First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ GENDER IDENTITY: _____
Month/Day/Year

CLUB (if applicable): _____ EMAIL: _____

Note: Failure to disclose truthful information below may be considered an intentional omission and the loss of volunteer responsibilities or other privileges

1. Do you have a criminal record? If so, please complete the following information for each conviction. If not, please leave this section blank. Email additional pages as necessary to softball@softball.mb.ca

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

2. Have you ever been disciplined or sanctioned by a sport governing body or by an independent body (e.g., private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position? If so, please complete the following information for each disciplinary action or sanction. If not, please leave this section blank. Email additional pages as necessary to softball@softball.mb.ca

Name of disciplining or sanctioning body: _____

Date of discipline, sanction or dismissal: _____

Reasons for discipline, sanction or dismissal: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

3. Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? If so, please complete the following information for each pending charge or sanction. If not, please leave this section blank. Email additional pages as necessary to softball@softball.mb.ca

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Name of disciplining or sanctioning body: _____

Further Explanation: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, I consent and authorize the Organization to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Enhanced Police Information Check and/or Vulnerable Sector Check (when permitted by law) for the purposes of screening, implementation of the Organization's Screening Policy, administering membership services, and communicating with National Sport Organizations, Provincial Sport Organizations, Sport Clubs, and other organizations involved in the governance of sport. The Organization does not distribute personal information for commercial purposes.

CERTIFICATION

I hereby certify that the information contained in this Screening Disclosure Form is accurate, correct, truthful and complete. I further certify that I will immediately inform the Organization of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in the withdrawal of volunteer responsibilities or other privileges and/or disciplinary action.

NAME (print): _____ **DATE:** _____

SIGNATURE: _____