



POLICY TITLE: SCREENING POLICY

Effective Date: May 21, 2020

1.0 PURPOSE

The purpose of screening is to identify individuals within SGRA or its members who may pose a risk to its members and participants

Screening of personnel and volunteers is an important part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services. Spruce Grove Ringette Association 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 SGRA will use to fulfill its' commitment to provide a safe environment and to protect its members and participants from harm.

2.0 SCOPE

This policy applies to all persons in 'designated categories' who pose a risk of harm to SGRA or to its members or participants.

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 SGRA. Such designated categories include:

- All individuals in paid staff or contracted positions;
- All executive members;
- Any persons appointed to accompany a SGRA team to an event or competition;
- Coaches and team staff of all teams of which minors are present; and
- Coaches and team staff of any other teams that are deemed to have vulnerable participants or require screening for other reasons.

3.0 DEFINITIONS

The following terms have these meanings in this policy:

- a. Records Check: A Police Information Check (PIC) A check of criminal records as maintained by the local police force, the Canadian Police Information Center (CPIC) and/or Vulnerable Sector Check (VSC). A check for criminal activity relating to vulnerable sectors of the community including youth and completed by the RCMP using fingerprint identification where necessary. VSC's can be applied for through any local police force other than the RCMP or any combination.

- b. Relevant Offences: 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:
 - Any violation/offence involving the use of a motor vehicle, including but not limited to impaired driving;
 - Any violation/offence for trafficking and/or possession of drugs and/or narcotics;
 - Any violation/offence involving disorderly conduct or public morality.
 - ii. If imposed in the last ten years:
 - Any violation/offence of violence including but not limited to, all forms of assault;
 - Any violation/offence involving a minor or minors.
 - iii. If imposed at any time:
 - Any violation/offence involving the possession, distribution, or sale of any child-related pornography;
 - Any sexual violation/offence involving a minor or minors;
 - Any violation/offence involving theft or fraud.
- c. Screening Committee: Director of Coaching Assessment and Development and Secretary will process the records checks and screening disclosure forms.

4.0 PRINCIPLES

SGRA will manage the screening process for its executive members and team staff or any other persons it deems appropriate.

The Screening Committee (comprised of at least two persons from the SGRA Executive) shall be involved in the decision on eligibility of those who have been screened.

Contents of record checks, and screening disclosures shall be kept strictly confidential among persons on the Screening Committee.

Any notices that persons are not eligible for a position as a result of records checks or screening disclosures shall not divulge the relevant violation/offence(s).

Records checks shall be provided by law enforcement or other government agency.

5.0 REQUIREMENTS

- Screening Disclosure Forms and criminal records checks are valid for a maximum period of two years however SGRA may determine that this period be shortened to a minimum of 1 year. Notwithstanding this, the Screening Committee may request that a staff person or volunteer in a designated category provide a Screening Disclosure Form to the Screening Committee for review and consideration. Such request will be in writing and will provide the reasons for such a request.
- Individuals in designated categories will be screened using a record check and Screening Disclosure Form. There will be no exceptions.

- An individual will not knowingly be placed in a designated category 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 SGRA, an athlete or member of SGRA, 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.
- If a person in a designated position subsequently receives a conviction for, or is found guilty of, a relevant offence, they will report this circumstance immediately to the Screening Committee.
- Nothing in this policy will prevent an individual from re-applying for a staff or volunteer position with SGRA. At some point in the future, submitting a new PIC, VSC and Screening Disclosure Form and letter of good standing, may be required.
- If a person has been screened and approved by SGRA, SGRA will confirm such approval and not require a second screening while the first screening is valid.

6.0 RESPONSIBILITIES

1. Screening Committee

The Screening Committee will carry out its duties, in accordance with the terms of this policy.

The Screening Committee is responsible for receiving and reviewing all PICs, VSCs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions in designated categories within SGRA programs. 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.

2. Records

The Screening Committee will retain no copies of Screening Disclosure Forms or records checks, longer than the period they are valid. The Screening Committee may retain written records of communication and with individuals whose Screening Disclosure Forms or records checks indicate a relevant offence, as well as copies of its decisions and written reasons for decisions. 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.

7.0 COMPLIANCE AND CONSEQUENCES

Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the staff or volunteer position.

If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their designated position(s) and may be subject to further discipline in accordance with Spruce Grove Ringette Association's Discipline Policy.

The decisions of the Screening Committee are final and binding and will be effective upon notice being sent to the individual by e-mail to his/her last known email address on record with SGRA.

APENDIX 1:



APPENDIX F – RINGETTE ALBERTA SCREENING DISCLOSURE FORM



Ringette Alberta Screening Disclosure Form

Please print (for identification purposes only):

NAME:
First Middle Last

OTHER NAMES YOU HAVE USED:

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: GENDER:
Month/Day/Year

1. Have you ever been convicted of a criminal conviction or been sanctioned by an independent body (sport body, private tribunal, government agency, etc.) for which a pardon has not been granted? Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements as required by Ringette Alberta's Screening Policy.

Yes ☐ No ☐ If yes, please describe below:

Name or Type of Offense:

Name and Jurisdiction of Court/Tribunal:

Year Convicted:

Age When Convicted:

Penalty or Punishment Imposed:

Further Explanation:

For more than one conviction please attach additional page(s) as necessary.



APPENDIX F – RINGETTE ALBERTA SCREENING DISCLOSURE FORM



2. Are criminal charges or any other charges, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? Yes ☐ No ☐
If yes, please explain for each pending charge:

Name or Type of Offense:

Name and Jurisdiction of Court/Tribunal:

Age When You Allegedly Committed the Crime:

Further Explanation:

Certification The answers on this Form are truthful, accurate and complete.

Signature: Date: