



# Screening Policy

## PURPOSE

Screening of personnel is an important part of providing a safe and secure sporting environment. To ensure a mutually beneficial experience for all persons involved in Softball Manitoba (SM) activities, SM requires all individuals in Designated Categories to be screened before they can be accepted and placed within SM.

## DEFINITIONS

1. "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.
2. "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.
3. "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:
  - a. All individuals in paid staff positions
  - b. All Management Committee members
  - c. All coaches affiliated with Team Manitoba/Travel Teams, whether paid or volunteer
  - d. All umpires travelling to Major Championships
  - e. All persons involved in the delivery of a developmental program, including camps and clinics
  - f. All persons, association, or league coaches/managers and/or all individuals in a position of authority within an association or league

Role	Level of Risk	Screening and Training Requirements	Frequency of Requirements
Softball Coach (Timbits & Adult)	Low	Respect in Sport & Rule of Two  Background Check: CRC	RIS & Background Check: <b>Every five years</b>
Minor Softball Coach (U11 A – U19 A & U13 AAA – U19 AAA)	Medium/ High	Respect in Sport, Rule of Two, NCCP training  Background Check: CRC	RIS & Background Check: <b>Every five years</b>
Travelling Umpire (WCSC & Nationals)	Medium/ High	Rule of Two, NOCP training  Background Check: CRC	Background Check: <b>Every five years</b>
Performance Coach	High	Respect in Sport, Rule of Two, NCCP training & certification  Background Check: CRC	RIS & Background Check: <b>Every five years</b>
Learning Facilitator	Medium	Respect in Sport, Rule of Two, NCCP training & certification  Background Check: CRC	RIS & Background Check: <b>Every five years</b>
Staff & Board Members	Medium/ High	Background Check: CRC	Background Check: <b>Every five years</b>

## **APPLICATION OF THIS POLICY**

4. Personnel in Designated Categories will be required to obtain a CRC.
5. This policy applies to all Personnel who are 18 years and older.
6. 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.

## **SCREENING TOOLS**

7. Above and beyond a CRC, screening tools may include but are not limited to, application forms, interviews and reference checks.
8. Personnel may have to complete an application form and other screening tools prior to being considered for a position within a Designated Category, or for annual renewal of that position.
9. Personnel may be interviewed to determine suitability and interest for a Designated Category. Interviews will be conducted, as authorized by SM.
10. Personnel may be required to submit personal and/or professional references. Potential volunteers are requested to provide signed consent giving the organization permission to contact the provided references.
11. The approved agencies for the CRC's are:
  - Mybackcheck.com
  - Municipal Police (i.e. Winnipeg Police Service)
  - Royal Canadian Mounted Police (RCMP)
  - Ontario Provincial Police (OPP)

## **POLICY**

12. It is SM's policy that:
  - All positions will have a clear set of guidelines about appropriate behavior and conduct as outlined in the Softball Manitoba Code of Conduct & Ethics.
  - 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 25 below).
  - However, where the Executive 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 Executive Committee may approve a persons' placement in a Designated Category.
  - If a person in a Designated Category subsequently receives a conviction for, or is found guilty of, a relevant offense, they will report this circumstance immediately to SM.
  - 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.

## **EXECUTIVE COMMITTEE**

13. The implementation of this policy is the responsibility of the SM Executive Committee.
14. The Executive Committee will carry out its duties in accordance with the terms of this Policy, independent of the Board of Directors of SM.
15. Using reasonable efforts, the Executive Committee is responsible for supporting SM staff in the receiving and reviewing of all CRC 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 Executive Committee may consult with independent experts including lawyers, police officers, risk management consultants, volunteer screening specialists, or any other person in confidence.

## **PROCEDURE**

16. Each person subject to this policy will obtain and submit to SM head office electronically, a CRC from the agencies as outlined in paragraph 11 of this policy, 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 SM.
17. Individuals who do not submit a CRC, 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, and letter of good standing, if required, is received.
18. SM Staff will receive and review all CRC, and letters of good standing, if required, and determine whether a relevant offence is revealed.

19. If an individual's CRC, or letter of good standing, if required, does not reveal a relevant offence, the individual is eligible for the Designated Category based on this criteria. SM Staff will document the validity date and return or destroy the CRC.
20. If an individual's CRC or letter of good standing, if required, does reveal a relevant offence, the Executive Committee will review the case, and by majority vote, will:
  - Approve an individual's participation in a Designated Category; or
  - Deny an individual's participation in a Designated Category; or
  - Approve an individual's participation in a Designated Category subject to terms and conditions as the Executive Committee deems appropriate.
21. Where the Executive 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.
22. The decisions of the Executive 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.
23. 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 and letter of good standing, if required.
24. CRC are valid for **five** years. Notwithstanding this, the Executive Committee may request that a person in a Designated Category provide a CRC to the Executive 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.

#### **RELEVANT OFFENCES**

25. For the purposes of this Policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:
  - If imposed in the last five 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
  - If imposed in the last ten years:
    - i. Any crime of violence including but not limited to, all forms of assault
    - ii. Any offence involving a minor or minors
  - 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

#### **RECORDS**

26. The Executive Committee will retain no copies of CRC but may retain written records of communication with individuals whose CRC 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 with the written permission of the individual, as required by law, or for use in legal, quasi-legal or disciplinary proceedings conducted by SM.

#### **REVIEW AND APPROVAL**

27. This policy was approved by the Board of Directors of Softball Manitoba on February 10, 2023. This policy is not a static document and will be reviewed by the Board of Directors of SM on an annual basis.