

Policy Section	Change	Policy Version #	Date Approved	Effective Date
All	New Policy	0	2002	2002
All	Policy Revisions	0.1 – 0.7	2003-2011	2003-2011
All	Split Policy into sections 1.0 – 23.0, Appendix A – G	1	2012	2012
9.4.2, 9.4.4	Removed Male references	2	N/A	11/03/2017
All	Spelling, Punctuation			

## 19.0 SCREENING POLICY

### 19.1 Purpose

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. Ringette Alberta 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 Ringette Alberta will use to fulfill its’ commitment to provide a safe environment and to protect its members and participants from harm.

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

### 19.2 Applicability

This policy applies to all persons in ‘designated categories’ who pose a risk of harm to Ringette Alberta or to its members or participants. Member associations will determine which designated categories of individuals will be subject to screening but at minimum must include team staff of minor teams as well as directors that handle finances of the member association.

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 ringette in Alberta. Such designated categories include:

- All individuals in paid staff positions;
- All board members;
- Any persons appointed to accompany a Ringette Alberta team to an event or competition;
- All Member directors;
- Member youth team head and assistant coaches and team staff; and,
- Coaches and team staff of any other teams that Members deem to have vulnerable participants or require screening for other reasons.

### 19.3 Principles

- 19.3.1 Ringette Alberta will manage the screening process for its paid staff, board members and any persons appointed to accompany teams representing the Association in interprovincial or international competitions.
- 19.3.2 Member associations will manage the process for its paid staff, if any, directors and team staff or any other persons it deems appropriate.
- 19.3.3 At least two persons shall be involved in the decision on eligibility of those who have been screened.
- 19.3.4 Contents of records checks and screening disclosures shall be kept strictly confidential among persons on the Screening Committee.
- 19.3.5 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).
- 19.3.6 Records checks shall be provided by law enforcement or other government agency.

### 19.4 Requirements

- 19.4.1 Timelines  
Screening Disclosure Forms and records checks are valid for a maximum period of three years however Members 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 (see Appendix F) to the Screening Committee for review and consideration. Such request will be in writing and will provide the reasons for such a request.
- 19.4.2 Fees  
Member Associations/Individuals are responsible for the cost of police checks.
- 19.4.3 Individuals in designated categories will be screened using a records check and Screening Disclosure Form (see Appendix F). There will be no exceptions.
- 19.4.4 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 Ringette Alberta, an athlete or member of Ringette Alberta, 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.

- 19.4.5 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 Member screening committee.
- 19.4.6 Nothing in this policy will prevent an individual from re-applying for a staff or volunteer position with Ringette Alberta at some point in the future, and submitting a new PIC, VSC (as defined in 19.6(a)) and Screening Disclosure Form and letter of good standing, if required.
- 19.4.7 If a person has been screened and approved by a Ringette Alberta member, Ringette Alberta will confirm such approval and not require a second screening while the first screening is valid.
- 19.4.8 Screening Committees
  - 19.4.8.1 The implementation of this policy for Ringette Alberta is the responsibility of the Screening Committee of Ringette Alberta; a committee of three to five persons appointed by the Ringette Alberta Board of Directors. The Board of Directors may, in its sole discretion, remove any member of the Screening Committee. Quorum for the Screening Committee will be two (2).
  - 19.4.8.2 Member associations shall designate at least two individuals who have the responsibility to implement this policy. These individuals will constitute the Screening Committee for the Member association.
  - 19.4.8.3 The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Ringette Alberta Board of Directors.
  - 19.4.8.4 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 Ringette Alberta 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.
- 19.4.9 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.

#### 19.4.10 Compliance and Consequences

19.4.10.1 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.

19.4.10.2 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 Ringette Alberta's Discipline Policy (see 15.0 Disciplinary Policy).

19.4.10.3 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 Ringette Alberta.

### 19.5 References

15.0 Disciplinary Policy

Appendix F - Screening Disclosure Form

### 19.6 Definitions

The following terms have these meanings in this Policy:

*a) Records Check*

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

*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:

1. Any violation/offence involving the use of a motor vehicle, including but not limited to impaired driving; or,
  2. Any violation/offence for trafficking and/or possession of drugs and/or narcotics;
  3. Any violation/offence involving conduct against public morals.
- ii. If imposed in the last ten years:
1. Any violation/offence of violence including but not limited to, all forms of assault; or
  2. Any violation/offence involving a minor or minors.
- iii. If imposed at any time:
1. Any violation/offence involving the possession, distribution, or sale of any child-related pornography;
  2. Any sexual violation/offence involving a minor or minors; or
  3. Any violation/offence involving theft or fraud.
- c) *Screening Committee*: a committee of at least two individuals appointed by the Directors of an association who will process the records checks and screening disclosure forms.