

Policy Revision	Section(s) revised	Change Description	Effective Date
0		Reformat	Sept 2019

## 18. Screening Policy

### 18.1. Preamble

- 18.1.1. Screening of personnel and volunteers is an important part of providing a safe sporting environment and has become a common practice among sport clubs that provide programs and services. Ringette Calgary Association (hereinafter “Ringette Calgary”) is responsible at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events.
- 18.1.2. This Policy is one of several policy tools that Ringette Calgary will use to fulfill its commitment to provide a safe environment and to protect its members.

### 18.2. Purpose

The purpose of screening is to identify individuals who may pose a risk to Ringette Calgary and its members.

### 18.3. Policy Statement

- 18.3.1. Not all individuals associated with Ringette Calgary will be required to undergo screening through a Police Records Check (“PRC”), Vulnerable Sector Screening (“VSS”) and Screening Disclosure Form. Ringette Calgary will determine, as a matter of policy, which designated categories of individuals will be subject to screening.
- 18.3.2. 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 Calgary. Such designated categories include:
  - 18.3.2.1. All individuals in paid staff positions;
  - 18.3.2.2. All board members who have not been screened at the Sub-Association level; and
  - 18.3.2.3. Any persons appointed to a team whether as a coach, manager, chaperone, driver or official in another role who have not been screened at the Sub-Association level.
- 18.3.3. It is Ringette Calgary’s policy that:
  - 18.3.3.1. Individuals in designated categories will be screened using PRCs, VSSs and the Screening Disclosure Form.
  - 18.3.3.2. Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the position.
  - 18.3.3.3. Ringette Calgary will not knowingly place in a designated category an individual 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 Calgary, an athlete or participant, 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.

- 18.3.3.4. If a person in a designated position subsequently is charged or receives a conviction for, or is found guilty of, a relevant offence, they will report this circumstance immediately to Ringette Calgary.
- 18.3.3.5. If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their designated position and may be subject to further discipline in accordance with Ringette Calgary Policy.

#### 18.4. Screening Committee

- 18.4.1. The implementation of this policy is the responsibility of the Screening Committee of Ringette Calgary.
- 18.4.2. The Screening Committee shall be comprised of:
  - 18.4.2.1. Chair - VP Administration or Past President
  - 18.4.2.2. Executive Officers of Ringette Calgary
  - 18.4.2.3. Quorum for the Screening Committee will be two (2) members.
- 18.4.3. The Board of Directors may, in its sole discretion, remove any individual of the Screening Committee. Where the chair position on the Screening Committee becomes vacant, the Board of Directors, at its sole discretion, will appoint a replacement Executive Officer to chair.
- 18.4.4. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board of Directors of Ringette Calgary.
- 18.4.5. The Screening Committee is responsible for reviewing all PRCs, VSSs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions in designated categories within Ringette Calgary. 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.

#### 18.5. Procedure

- 18.5.1. Each person subject to this Policy will obtain and submit, at their own cost, a PRC and VSS from their local Police Service, the Screening Disclosure Form and a letter of good standing from the person's previous ringette organization in the case of a transfer from another club, out of province or country to Ringette Calgary.
- 18.5.2. The PRC, VSS, Screening Disclosure Form and letter of good standing, if required, will be submitted to the Screening Committee, c/o Ringette Calgary at its head office in an envelope marked "Confidential – Attention Screening Committee".
- 18.5.3. Individuals who do not submit a PRC, VSS, Screening Disclosure Form and letter of good standing, if required, will receive a notice to this effect and will be informed that their application will not proceed until such time as they are received.
- 18.5.4. After review of a PRC, VSS, Screening Disclosure Form or letter of good standing, if required, the Screening Committee, by majority vote, will:
  - 18.5.4.1. Approve an individual's participation in a designated category; or
  - 18.5.4.2. Deny an individual's participation in a designated category; or

- 18.5.4.3. Approve an individual's participation in a designated category subject to terms and conditions as the Screening Committee deems appropriate.
- 18.5.5. If an individual's PRC, VSS, Screening Disclosure Form or letter of good standing, if required, does not reveal a relevant offence; the Screening Committee will notify Ringette Calgary President that the individual is eligible for the designated position. After providing notice, the Screening Committee will ensure that the original PRC, VSS, Screening Disclosure Document and letter of good standing are maintained in a confidential manner at the Association office.
- 18.5.6. If an individual's PRC, VSS, Screening Disclosure Form or letter of good standing, if required, reveals a relevant offence; the Screening Committee will notify Ringette Calgary President, render its decision and provide notice of its decision in accordance to paragraphs 14. After providing notice, the Screening Committee will ensure that the original PRC, VSS, Screening Disclosure Document and letter of good standing are maintained in a confidential manner at the Association office.
- 18.5.7. The decisions of the Screening Committee are final and binding.
- 18.5.8. Nothing in this policy will prevent an individual from re-applying for a staff or volunteer position with Ringette Calgary at some point in the future, and submitting a new PRC, VSS and Screening Disclosure Form and letter of good standing, if required.
- 18.5.9. PRCs and VSSs are valid for a period of three years and Screening Disclosure Forms must be completed on an annual basis. Notwithstanding this, the Screening Committee may request that a staff person or volunteer in a designated category provide a PRC, VSS or 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.

## 18.6. Relevant Offences

- 18.6.1. For the purposes of this Policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:
  - 18.6.1.1. If imposed in the last five years:
    - 18.6.1.1.1. Any violation/offence involving the use of a motor vehicle, including but not limited to impaired driving; or
    - 18.6.1.1.2. Any violation/offence for trafficking and/or possession of drugs and/or narcotics.
    - 18.6.1.1.3. Any violation/offence involving conduct against public morals;
  - 18.6.1.2. If imposed in the last ten years:
    - 18.6.1.2.1. Any violation/offence of violence including but not limited to, all forms of assault; or
    - 18.6.1.2.2. Any violation/offence involving a minor or minors.
  - 18.6.1.3. If imposed at any time:
    - 18.6.1.3.1. Any violation/offence involving the possession, distribution, or sale of any child-related pornography;
    - 18.6.1.3.2. Any sexual violation/offence involving a minor or minors; or
    - 18.6.1.3.3. Any violation/offence involving theft or fraud.

## 18.7. **Written Records**

- 18.7.1. All records will be maintained in a confidential manner at the Association office and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

### Ringette Calgary Association 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 Calgary's Screening Policy.

No \_\_\_\_\_ Yes \_\_\_\_\_ 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.

**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?**

No \_\_\_\_\_ Yes \_\_\_\_\_ 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: \_\_\_\_\_