

SCREENING POLICY

Policies

- 1.1. Board Members, and Team Staff (Head Coaches, Assistant Coaches, Trainers and On Ice Assistants listed on a team roster) must have a valid Security Clearance (also known as Police Information Check, including Vulnerable Sector Screening) on file with Northwest no later than November 1.
- 1.2. Team staff without a valid Security Clearance on file with Northwest by November 1 will be removed from the Ringette Alberta Team Registration Form, and will not be permitted on bench for the remainder of the season.
- 1.3. Individuals with a Security Clearance that contains a "Relevant Offence" (see Appendix C for details) but who wishes to still be considered for a Board Member or Team Staff role is to notify the Security Clearance Coordinator. The Security Clearance Coordinator will bring the anonymized details forward to the Northwest President for consideration.
- 1.4. If a person in a Board Member or Team Staff role is subsequently charged or receives a conviction for, or is found guilty of, a relevant offence, they will report this circumstance immediately to the President.
- 1.5. Once received, Security Clearance documents remain the property of Northwest and will be destroyed after 5 years.

Procedures

- a. See Appendix C
- b. Instructions for obtaining Security Clearance can be found on the Northwest website.
- c. Once received, Security Clearance contents will be kept strictly confidential among persons on the Coaching Selection Committee and the Security Clearance Coordinator.
- d. Security Clearance is valid for 5 years, after which time a new application will be necessary.

APPENDIX C – Screening Policy

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. Northwest Calgary Ringette Society (hereinafter the "Club") is responsible at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events.
2. This Policy is one of several policy tools that the Club will use to fulfill its commitment to provide a safe environment and to protect its participants.

Purpose

3. The purpose of screening is to identify individuals who may pose a risk to the Club and participants.

Policy Statement

4. Not all individuals associated with the Club will be required to undergo screening through a Police Records Check ("PRC") and Vulnerable Sector Screening ("VSS"). The Club will determine, as a matter of policy, which designated categories of individuals will be subject to screening.
5. 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 at the team level. Such designated categories include but are not limited to:
 - a) Any persons appointed to a Club team whether as a Coach, Trainer, On Ice Assistant or official in another role.
6. It is the Club's policy that:
 - a) Individuals in designated categories will be screened using PRCs and VSSs.
 - b) Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the position.

- c) The Club 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 the Club, 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.
- d) 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 the Club.
- e) If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their designated position and maybe subject to further discipline in accordance with the Club's Discipline Policy.

Screening Committee

- 7. The implementation of this policy is the responsibility of the Screening Committee of the Club; a committee of three – five persons appointed by the Club Board of Directors. Quorum for the Screening Committee will be two (2) members.
- 8. The Board of Directors may, in its sole discretion, remove any individual of the Screening Committee. Where a position on the Screening Committee becomes vacant, either because an individual has been removed or because an individual has resigned, the Board of Directors, at its sole discretion, will appoint a replacement.
- 9. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board of Directors of the Club.
- 10. The Screening Committee will appoint one (1) member from the Committee who will be responsible for reviewing all PRCs and VSSs and based on such reviews and in consultation with the Screening Committee, making decisions regarding the appropriateness of individuals filling positions in designated categories within the Club. In carrying out its duties, the appointed committee member may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists or any other person.

Procedure

- 11. Each person subject to this Policy will obtain and submit, at their own cost, a PRC and VSS from their local Police Service, 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 the Club.
- 12. The PRC, VSS and letter of good standing, if required, will be submitted to the Screening Committee, c/o VP Communications in an envelope marked "Confidential – Attention Screening Committee". More details are available on the Northwest website www.bowviewringette.com.
- 13. Individuals who do not submit a PRC, VSS 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 the PRC, VSS and letter of good standing, if required, is received.
- 14. After its review of a PRC, VSS and letter of good standing, if required, the Screening Committee, by majority vote, will:
 - a) Approve an individual's participation in a designated category; or
 - b) Deny an individual's participation in a designated category; or
 - c) Approve an individual's participation in a designated category subject to terms and conditions as the Screening Committee deems appropriate.
- 15. If an individual's PRC, VSS and letter of good standing, if required, does not reveal a relevant offence; the individual is eligible for the designated position. The Club will maintain for a period of three (3) years the original PRC or VSS or letter of good standing.
- 16. If an individual's PRC or VSS or letter of good standing, if required, reveals a relevant offence; the Screening Committee will render its decision and provide notice of its decision in accordance to paragraphs 14. After providing notice, the Club will maintain the original PRC or VSS or letter of good standing.

17. The decisions of the Screening Committee are final and binding.
18. Nothing in this policy will prevent an individual from re-applying for a staff or volunteer position with the Club at some point in the future and submitting a new PRC or VSS and letter of good standing, if required.
19. PRCs and VSSs are valid for a period of three years. Notwithstanding this, the Screening Committee may request that a staff person or volunteer in a designated category provide a PRC or VSS for review and consideration. Such request will be in writing and will provide the reasons for such a request.

Relevant Offences

20. For the purposes of this Policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:
 - a) If imposed in the last five years:
 - i. Any violation/offence involving the use of a motor vehicle, including but not limited to impaired driving.
 - ii. Any violation/offence for trafficking and/or possession of drugs and/or narcotics.
 - iii. Any violation/offence involving conduct against public morals.
 - iv. Any violation/offence of violence including but not limited to, all forms of assault.
 - b) If imposed at any time:
 - i. Any violation/offence involving a minor or minors.
 - ii. Any violation/offence involving the possession, distribution, or sale of any child-related pornography;
 - iii. Any violation/offence involving theft or fraud

Written Records

21. 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.