

Policy Number: NWR04

Most Responsible Board Member: Director at Large: Security

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Security Screening

Definitions

Refer to the Northwest Calgary Ringette Society (NWR) Bylaw definitions.

The following terms have these meanings in this Policy:

Individuals means all categories of Membership within NWR Bylaws, as well as all individuals engaged in activities with NWR, including but not limited to, athletes, coaches, parents/guardians, volunteers, managers, administrators, directors and officers.

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. NWR is responsible by 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 NWR will use to fulfill its commitment to provide a safe environment and to protect its participants from harm.

The purpose of screening is to identify individuals who pose a risk of harm to NWR and participants.

Applicability

1. This policy applies to all persons in the “designated categories” of volunteers that may be designated for screening by NWR and those who work closely with athletes and/or occupy positions of trust and authority within NWR.
2. Not all individuals associated with NWR will be required to undergo screening through a Police Information Check with Vulnerable Sector Screening (PIC VS) and Screening Disclosure Form. NWR will determine, as a matter of policy, which designated categories of individuals will be subject to screening.
3. Such designated categories include, but are not limited to
 - a. All Board Members
 - b. Those who have access to NWR information systems
 - c. Volunteer positions at the discretion of the NWR Board
 - d. Head Coaches, Assistant Coaches, Team Managers, Trainers and On Ice Assistants listed on a team roster, and Junior Coaches turning 18 years old in a playing season
 - e. Anyone issued a Volunteer Membership
 - f.
4. Individuals in designated categories will be screened using PIC VS obtained by their local Police Service and must not expire during a playing season.
5. Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the position.
6. NWR will not knowingly place in a designated category an individual who has a conviction for a Relevant Offence, as defined in this policy (Section 9.4). 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 NWR, 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.

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7. 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 NWR.
8. 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 the NWR Discipline Policy.

Policies

1. Board Members, Team Staff (Head Coaches, Assistant Coaches, Managers, Trainers and On Ice Assistants listed on a team roster) and Volunteer Members must have a valid Security Clearance (also known as Police Information Check, including Vulnerable Sector Screening PIC VS) on file with NWR no later than November 1 .
2. A valid PIC VS must not expire during a playing season.
3. Junior Coaches under the age of 18, during a playing season, do not require a valid PIC VS. Any Board Member or Team Staff over the age of 18, during a playing season, must have a valid PIC VS on file with NWR.
4. Team staff without a valid PIC VS on file with NWR by November 1 of the current playing season will be removed from the Ringette Alberta Team Registration Form (TRF) and will not be permitted on bench for the remainder of the season.
5. Individuals with a PIC VS that contains a Relevant Offence (see 9.4 Relevant Offences for definition) but who wish to still be considered for a Board Member, Team Staff or Volunteer Membership is to notify the Security Clearance Coordinator. The Security Clearance Coordinator will bring the anonymized details forward to the Screening Committee for consideration.
6. If a person in a Board Member, Team Staff, or Volunteer Membership 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 Security Clearance Coordinator. The Security Clearance Coordinator will bring the anonymized details forward to the Screening Committee for consideration.
7. Once received, PIC VS documents remain the property of NWR and will be destroyed after they become invalid.

Relevant Offences

8. 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 (5) 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.

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- b. If imposed in the last 10 years
 - i. Any violation/offence of violence including, but not limited to, all forms of assault
 - ii. Any violation/offence involving a minor or minors.
- c. If imposed at any time
 - i. Any violation/offence involving the possession, distribution, or sale of any child-related pornography
 - ii. Any sexual violation/offence involving a minor or minors
 - iii. Any violation/offence involving theft or fraud.

Screening Committee

- 9. The implementation of this policy is the responsibility of the Vice President of NWR; a committee of three (3) to five (5) persons shall be appointed by the NWR Board of Directors. Quorum for the Screening Committee will be two (2) members.
- 10. 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.
- 11. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board of Directors of NWR.
- 12. The Screening Committee will appoint one (1) member from the Committee who will be responsible for reviewing all PIC VS and Screening Disclosure Forms 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 NWR. 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.
- 13. Contents of PIC VS and Screening Disclosures shall be kept strictly confidential among persons on the Screening Committee.
- 14. Any notices that persons are not eligible for a position as a result of PIC VS or Screening Disclosures shall not divulge the relevant violation/offense(s).
- 15. Screening Committee will retain no records of PIC VS and Screening Disclosure Forms longer than the period they are valid. The Screening Committee may retain written records of communication with individuals whose Screening Disclosure Forms or PIC VS 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.
- 16. All decisions of the Screening Committee are final and will be effective upon notice being sent to the individual by email to last known email address on record with NWR.

Procedures

1. Each person subject to this policy will obtain and submit, at their own cost, by their local Police Agency using forms required for such checks, or by such other means as deemed the equivalent by NWR no later than October 1. At the minimum, a valid Police Information Check, which includes a Vulnerable Sector Check (PIC VS), will be required.
2. The PIC VS and letter of good standing, if required, will be submitted to the Screening Coordinator by email to security@nwringette.com for consideration. PIC VS must be on file with NWR no later than November 1 of each playing season. More details are available on NWR website: www.nwringette.com.
3. Screening Disclosure Form is to be submitted as part of the coach application.
4. Individuals who do not submit a PIC VS, 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 the PIC VS, Screening Disclosure Form, and letter of good standing, if required, is received.
5. After its review of a PIC VS, Screening Disclosure Form, and letter of good standing, if required, the Screening Committee, by majority vote, will:
 - a. Approve an individual's participation in a designated category
 - b. Deny an individual's participation in a designated category
 - c. Approve an individual's participation in a designated category subject to terms and conditions as the Screening Committee deems appropriate.
6. If an individual's PIC VS, Screening Disclosure Form, and letter of good standing, if required, does not reveal a relevant offence; the individual is eligible for the designated position. NWR will maintain records of the original PIC VS, Screening Disclosure Form, and letter of good standing, as long as they are valid as per the [Ringette Alberta Screening Policy](#).
7. If an individual's PIC VS, Screening Disclosure Form, and letter of good standing, if required, reveals a relevant offence; the Screening Committee will notify the President, render its decision and provide notice of its decision in accordance with the Security Screening Policy. After providing notice, NWR will maintain for a period of three (3) years the original PIC VS, Screening Disclosure Form, and letter of good standing.
8. The decisions of the Screening Committee are final and binding.
9. Nothing in this policy will prevent an individual from re-applying for a staff or volunteer position with NWR at some point in the future and submitting a new PIC- VS, Screening Disclosure Form and letter of good standing, if required.
10. The length of time a PIC VSs are valid for is defined by the [Ringette Alberta Screening Policy](#).
 - a. Notwithstanding this, the Screening Committee may request that a staff person or volunteer in a designated category provide a PIC VS for review and consideration. Such a request will be in writing and will provide the reasons for such a request.
11. If a person has been screened by another Ringette Alberta member association or has a current PIC VS from an Alberta-based organization such as a school, community club, non-profit sports team, or other organization, they may submit their current PIC VS to the Screening Coordinator for approval. However, in this circumstance a Screening Disclosure Form will be required.

Cross-Reference

Ringette Alberta

- [Screening Policy](#)

Revision History

Date	Action Taken
June 2024	Update Policy and Appendix (J. Becker Director at Large)
Nov 14, 2024	Document formatted. Policy number applied to be consistent with new template. No substantive changes made. (T. Laerz, Director at Large)
May 7, 2025	Approved by the NWR Board.