

1.0 BLACK GOLD RINGETTE CLUB SCREENING POLICY

1.1 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. The Black Gold Ringette Club (herein referred to as 'BGRC') 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 BGRC 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 BGRC or its members who may pose a risk to its members and participants.

1.2 Applicability This policy applies to all persons in 'designated categories' who pose a risk of harm to its members or participants. BGRC has determine the following categories of individuals will be subject to screening:

- All designated coaching staff members
- All designated trainers
- Club treasurer
- Team manager
- Club president

It should be noted that all aforementioned positions are volunteer based.

- Any team athlete who may engage in running camps and inherently represent the BGRC

1.3 Principles: BGRC will manage the process for its paid staff, if any, directors and team staff or any other persons it deems appropriate.

At least two persons shall be involved in the decision on eligibility of those who have been screened. All contents of records checks and screening disclosures shall be kept strictly confidential among persons on the Screening Committee.

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).

Records checks shall be provided by law enforcement or other government agency.

1.4 Requirements: Timelines- Screening Disclosure Forms and records checks are valid for a minimum of 1 year.

BGRC will cover the cost of these criminal checks.

Individuals in designated categories will be screened using a records check and Screening Disclosure Form (see Appendix A). There will be no exceptions.

An individual will not knowingly be placed in a designated category who has a conviction for a 'relevant offence', as defined in this policy.

If a person in a designated position subsequently receives a conviction for, or is found guilty of, a relevant office, they will report this circumstance immediately to the Member screening committee.

1.5 Screening Committees BGRC shall designate at least two individuals who have the responsibility to implement this policy. These individuals will constitute the Screening Committee for BGRC.

1.6 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.

1.7 Compliance and Consequences 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.

If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their designated position

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 BGRC.

1.8 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.