Screening Policy

Purpose

1. Screening of personnel is an important part of providing a safe and secure sporting environment. To ensure a mutually beneficial experience for all persons involved in Volleyball Manitoba (VM) activities, VM requires all individuals in Designated Categories to be screened before they can be accepted and placed within VM.

Definitions

2. “Personnel’ – includes members, volunteers, employees, and contractors whose position with VM is one of trust or authority or interaction with minors. Personnel may include but are not limited to, coaches, managers, referees, trainers, coordinators, chaperones, VM Board of Directors, VM Committee members, and VM staff.
3. “Criminal Record Check” (CRC) – a search of the Winnipeg Police Service and / or RCMP records database to determine whether the individual has a criminal record.
4. “Child Abuse Registry Check’ (CARC) – a search with the Province of Manitoba Child Abuse Registry to determine whether an individual has been found to have abused a child.
5. “Screening Disclosure Form” (SDF) – a screening tool to be completed by personnel in Designated Categories and includes the form as attached to this policy or other documents approved by VM.
6. “Designated Categories” - 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 VM. Such designated categories include: (a) All individuals in paid staff positions; (b) All board and committee members (as they assume roles c. through h.); (c) All coaches; (d) All referees; (e) All persons affiliated with Provincial teams (Coaches and Managers) whether paid or volunteer; (f) All persons involved in the delivery of a tournament or developmental program, including camps and clinics; (g) Any persons appointed to accompany a VM team to an event or competition whether as a coach, manager, chaperone, driver or official in another role; (h) All persons (club coaches and/or all individuals in a position of authority within a club program) within the VM Age Class Club program.

Application of this Policy

7. Personnel in Designated Categories will be required to obtain a CRC, CARC, and complete a SDF.
8. This policy applies to all Personnel who are 18 years and older.
9. Personnel under the age of 18 will not need a CRC or a CARC. They will need to complete the SDF to state that they are under 18, Respect in Sport, Safe Sport Training, and are never to be left alone with an athlete.
10. Not all positions pose a risk of harm to VM or its participants and therefore Personnel will be screened with different tools as determined by VM.

Screening Tools

11. In its screening process, VM may use any combination of screening tools it determines necessary to screen Personnel. Screening tools may include but are not limited to: application forms, interviews, reference checks, and submission of a CRC and/or CARC and/or SDF.
12. Personnel may have to complete an application form and other screening tools prior to being

considered for a position within a Designated Category, or for annual renewal of that position.

13. Personnel may be interviewed to determine suitability and interest for a Designated Category. Interviews will be conducted by a designated person or persons and may be conducted by other Personnel.
14. Personnel may be required to submit personal and/or professional references. Potential volunteers are requested to provide signed consent giving the organization permission to contact the provided references.
15. The approved agencies for the CRC's are:
    - Mybackcheck.com
    - City Police (i.e. Winnipeg Police Service)
    - Royal Canadian Mounted Police (RCMP)
    - Ontario Provincial Police (OPP)
16. The approved agency for the CARC is:
    - Province of Manitoba Child & Family Services

Policy

17. It is VM's policy that:
    - All positions will have a clear set of guidelines about appropriate behavior and conduct as outlined in the Volleyball Manitoba Code of Conduct & Ethics.
    - VM will not knowingly place in a Designated Category an individual who has a conviction for a **'relevant offence'**, as defined in this policy (point 30 below).
    - 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 VM, an athlete, or member of VM, the Screening Committee may approve a persons' placement in a Designated Category.
    - If a person in a Designated Category subsequently receives a conviction for, or is found guilty of, a relevant offense, they will report this circumstance immediately to VM.
    - If a person provides falsified or misleading information, that person will immediately be removed from their position and may be subject to further discipline in accordance with VM policies.

Screening Committee

18. The implementation of this policy is the responsibility of the VM Screening Committee. The Screening Committee will consist of members of the VM Conduct & Ethics Committee.
19. The Screening Committee will carry out its duties in accordance with the terms of this Policy, independent of the Board of Directors of VM.
20. Using reasonable efforts, the Screening Committee is responsible for supporting VM staff in the receiving and reviewing of all CRC, CARC and SDF and, based on such reviews, shall make decisions regarding the appropriateness of individuals filling positions in Designated Categories within VM. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police officers, risk management consultants, volunteer screening specialists, or any other person.

Procedure

21. Each person subject to this policy will obtain and submit to VM head office electronically or in an envelope marked "Confidential", a CRC and CARC from the agencies as outlined in paragraph 14 and 15 of this policy, the SDF and, if required, a letter of good standing from the person's previous volleyball organization in the case of a transfer from out of province or country to VM.
22. The CRC and CARC certificates must be the originals.
23. Individuals who do not submit a CRC, CARC, SDF and letter of good standing, if required, will receive a notice to this effect and will be informed that their application will not proceed and will be ineligible for participation in VM sanctioned events and programs until such time as the CRC,

CARC, SDF and letter of good standing, if required, is received.

24. VM Staff will receive and review all CRC, CARC, SDF, and letters of good standing, if required, and determine whether a relevant offence is revealed.
25. If an individual's CRC, CARC, SDF or letter of good standing, if required, does not reveal a relevant offence, the individual is eligible for the Designated Category based on this criteria. VM Staff will document the validity date and return or destroy the original CRC and CARC.
26. If an individual's CRC, CARC, SDF or letter of good standing, if required, does reveal a relevant offence, the Screening Committee will review the case, and by majority vote, will:
    - Approve an individual's participation in a Designated Category; or
    - Deny an individual's participation in a Designated Category; or
    - Approve an individual's participation in a Designated Category subject to terms and conditions as the Screening Committee deems appropriate.
27. Where the Screening Committee denies an individual's participation in a Designated Category or approves an individual's participation in a Designated Category subject to terms and conditions, the reasons for such decision will be provided, in writing, to the individual and the VM Board of Directors.
28. 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 VM.
29. Nothing in this policy will prevent an individual from re-applying for a Designated Position with VM at some point in the future, and submitting a new CRC, CARC and SDF and letter of good standing, if required.
30. CRC and CARC are valid for a period of three years (commencing retroactively to September 1 of the program year in which the CRC and CARC are received) and a SDF must be completed on an annual basis. Notwithstanding this, the Screening Committee may request that a person in a Designated Category provide a CRC, CARC or SDF to the Screening Committee for review and consideration at any point in time. Such request will be in writing and will provide the reasons for such a request.

Relevant Offences

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

Records

32. The Screening Committee will retain no copies of CRC and CARC but may retain written records of communication and with individuals whose CRC, CARC or SDF 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.

Review and Approval

33. This policy was approved by the Board of Directors of VM on January 24, 2018. This policy is not a static document and will be reviewed by the Board of Directors of VM, with recommendations from the Conduct & Ethics Committee, on an annual basis.

Volleyball Manitoba 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 the Volleyball Manitoba Screening Policy.

Yes_____ No_____ 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?

Yes_____ No_____ If yes, please explain for each pending charge:

Name or Type of Offense or alleged activity:_____

Name and Jurisdiction of Court/Tribunal:_____

Age When You Allegedly Committed the Offence:_____

Further Explanation:_____

_____

Certification
The answers on this Form are truthful, accurate and complete.

Signature:_____ Date:_____

Print Name:_____