**Athletics Manitoba Screening Policy**

Screening provides Athletics Manitoba with tools and standards to manage risk to protect our athletes, programs and volunteers and ensures the mission of the organization is being fulfilled.

All volunteer positions are assessed for level of risk. Screening measures are developed and used according to the level of risk of the position. Athletics Manitoba requires that all coaches who are registered to coach with Athletics Manitoba clubs and anyone associated with a Provincial Team (i.e. coach, manager, parent chaperone or support staff) complete a Criminal Record Check and Vulnerable Sector search..

It will be the shared responsibility of Athletics Manitoba and member clubs to ensure all paid positions and volunteers have been screened appropriately. Athletics Manitoba will cover the cost of Criminal Record Checks for provincial team members provided they have not had a screen completed previously and within an acceptable time frame. Clubs and/or coaches will be responsible for covering the costs of their Criminal Record Checks and Vulnerable Sector search.

**Criminal Record Checks (CRCs) (General search, and/or Vulnerable Sector Search (VSS)**

To be performed by local law enforcement agency and/or through Back Check. All Coaches and Managers must complete their CRC (including vulnerable sector) once they become involved with Athletics Manitoba through a club or once they have been named to a provincial team. Please refer to the table at the end of this document with the required timelines for all screening requirements.

Athletics Manitoba clubs will keep the completed screens for their respective coaches. A clear screen will be accepted for 3 years. Clubs are required to have screens complete for all active coaches in order to renew their club membership with Athletics Manitoba.

**Appeals**

If the CRC reveals a previous criminal activity, that person’s rejection may be appealed to the Athletics Manitoba Executive Committee. It will be at the discretion of the Athletics Manitoba Executive Committee to decide if that volunteer will be allowed to participate and in what capacity. Things the committee may consider include: Relevance of record to position; Efforts at rehabilitation; when the infraction took place; Proof of record.

**Child Abuse Registry Checks (CARCs)**

CARCs are a useful tool to screen out certain types of undesirable candidates. The CARC must be completed at the same time as the Criminal Record Check and it too will be recognized for a 3 year period.

If the CARC reveals an incident, or is not completed that person will not be allowed to work or volunteer for Athletics Manitoba. This is not appealable.

**Notes**

No pardons for sex offences have been given out since **March 12, 2012**. At that time the Safe Streets and Communities Act came into force. Since March 12, 2012, pardons have not been granted but were replaced by record suspensions (these are uncovered by an E-PIC – Enhanced Police Information Check available through BackCheck). If a candidate has had a Vulnerable Sector Search (VSS) check done on or after March 12, 2012, there is no value in having one again. It cannot possibly turn up a hit. Any subsequent convictions will be revealed in the CRC and further to that – any pending charges will be flagged in E-PIC. (Charges, warrants, probation orders, summary convictions, prohibition orders, peace bonds, release orders AND convictions not yet uploaded to CPIC). Note: none of these non-conviction items will be flagged in a standard criminal record check from the local police. This information is captured in the LPI check that is part of our E-PIC.

Anyone under the age of 29 as of 2012 does not need a VSS because the youngest person who had received a pardon was 29.

TIMELINES

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| Position | Deadlines |
| Club Coach - new coach | Process initiated as soon as they start |
| Club Coach – annual membership renewal | Proof of screening or declaration of no change required by January 1 annually (completed with membership renewal) |
| Provincial Team Coach & Manager | If not cleared through annual membership review, 1 month prior to the departure of the team. |
| Regional Team Coach & Manager (Manitoba Games) | As per Sport Manitoba & Manitoba Games deadlines |
| Paid Staff | Proof of clear screen provided as part of hiring process |