



TRACK AND FIELD / ROAD RUNNING / CROSS COUNTRY

145 Pacific Ave. Winnipeg, MB. R3B 2Z6 • Tel: 204-925-5745 • Fax: 204-925-5792
programs@athleticsmanitoba.com • execdirector@athleticsmanitoba.com

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 the following individuals complete a screening process (Criminal Record Check and Vulnerable Sector search) every three years:

- All coaches who are over the age of 18 and who are registered to coach with Athletics Manitoba member clubs
- Anyone associated with a Provincial Team (i.e. coach, manager, parent chaperone or support staff)

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.

In order for clubs to register with Athletics Manitoba as a club or to renew their club membership, they will be required to provide proof that all registered coaches have been a) screened or b) sign a declaration indicating that they have not been convicted of a crime since their last screen (this is required in years 2 and 3 of the three year cycle in which a clear screen result is accepted)

Criminal Record Checks (CRCs) (General search, and/or Vulnerable Sector (VS)

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.

Once completed the organization responsible for screening (either Athletics Manitoba or the clubs) will keep the CRC and CRC (VS) on file for 3 years. We require the original copy of the previously completed CRC or CRC (VS). Please refer to the table at the end of this document for all requirements and timelines

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.



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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 VSS check done in the past 3 ½ years, 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 does not need a VSS because the youngest person who had received a pardon was 29.

If the required screening process has not been fully completed 2 weeks prior to the start of the games, the applicant will not be allowed to participate in any games activity, unless the following is completed:

1. The organization completes a detailed interview of each volunteer (A list of interview questions can be provided by sport Manitoba upon request)
2. Checks at least 2 references per volunteer
3. A list of all volunteers granted permission must be completed and sent to appropriate Sport Manitoba Staff person

TIMELINES

| 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 |

Approved by the Board of Directors, July 26, 2016