



Volunteer Screening

Policy Category	Safe Sport
Policy #	5.05
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Purpose

This policy has been adapted from Curling Canada's Safe Sport Screening Policy and the province of Nova Scotia's provincial sport organization screening requirements. It will outline the importance of screening organizational participants to achieve a safe sporting environment.

Definitions

The following terms have these meanings in this Policy:

- a) **Organizational Participant** – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with, the Organization including, but not limited to, employees, contractors, athletes, coaches, instructors, officials, Athlete Support Personnel, volunteers, managers, administrators, parents or guardians, spectators, committee members, and Directors and Officers.
- b) **Enhanced Police Information Check (E-PIC)** – a Criminal Record Check plus a search of local police information, available from www.mybackcheck.com
- c) **Criminal Record Check (CRC)** – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
- d) **Vulnerable Sector Check (VSC)** – a detailed check that includes a search of the RCMP CPIC system, local police information, and the Pardoned Sex Offender database
- e) **Vulnerable organizational participants** – A person under the age of 19 years old or a person who, because of age, disability, or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority.
- f) **National Coach Certification Program (NCCP)** - Provides standardized, inclusive and safe spore education to coaches and coach developers across 65 sports. Training is accessible via coach.ca.



g) **NCCP Safe Sport** - By completing the eLearning module Safe Sport Training you will gain the knowledge and skills to create healthy and safe environments by recognizing, addressing, and preventing maltreatment in Sport.

h) **NCCP - Making Ethical Decisions (MED)** - This eLearning training helps coaches identify the legal, ethical, and moral implication of difficult situations that present themselves in the world of team and individual sport. By successfully completing the NCCP MED online training and MED Online Evaluation coaches will be fully equipped to handle ethical situations with confidence and surety.

i) **NCCP - Making Headway in Sports (MHS)** - Parents, coaches and athletes all benefit from knowing as much as possible about concussions. This online learning tool is designed to help coaches gain the knowledge and skills required to ensure safety of their athletes. The eLearning module covers: what to do to prevent concussions, how to recognize the signs and symptoms of a concussion, what to do when you suspect an athlete has a concussion, and return to play and return to learn protocols.

Policy Statement

This Policy applies to all organizational participants whose position with NSCA is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable organizational participants. Not all organizational participants associated with NSCA will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to NSCA or its participants.

If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to NSCA using a Screening Disclosure Form (Appendix C). If the NSCA learns that an individual has provided false, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline per NSCA's Discipline and Complaints Policy.

NSCA will determine which organizational participants will be subject to screening using the following guidelines (NSCA may vary the guidelines at its discretion):

Level 1 – Low Risk - Organizational Participants involved in low-risk assignments who are helping out on a non-regular or informal basis who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable organizational participants.

Examples:

- a) Parents
- b) Youth



- c) Volunteers
- d) Ice Technicians

Level 2 – Medium Risk – Organizational Participants involved in medium-risk assignments who are in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to Vulnerable organizational participants.

Examples:

- a) NSCA staff positions
- b) Directors
- c) Officials
- d) NSCA Course Facilitators

Level 3 – High Risk – Organizational Participants involved in high-risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with finances, and have frequent or unsupervised access to Vulnerable organizational participants.

Examples:

- a) Coaches and Chaperones
- b) Coaches and Chaperones who travel with athletes
- c) Senior NSCA staff and management

Screening Requirements

When an individual is first engaged by the association all documents submitted will be reviewed in accordance with the below requirements to determine the appropriateness of organizational participants filling positions within NSCA. The screening process will be carried out in accordance with the terms of this policy, independent of the Board.

- a) Level 1 Organizational Participants will:
 - i. Participate in training, orientation, and monitoring as determined by NSCA

- b) Level 2 Organizational Participants will:
 - i. Complete an E-PIC
 - ii. Complete NCCP Safe Sport Training
 - iii. Participate in training, orientation, and monitoring as determined by NSCA
 - iv. Annual screening disclosure of CRC changes

- c) Level 3 Organizational Participants will:
 - i. Complete an E-PIC
 - ii. Complete an initial VSC * applies to some Senior Staff & Youth positions only
 - iii. Complete NCCP Safe Sport Training
 - iv. Participate in training, orientation, and monitoring as determined by NSCA
 - v. Provide a driver's abstract, if requested



vi. Annual screening disclosure of CRC Changes

Screening Minors

The NSCA defines a minor as someone who is younger than **19 years old**. When screening minors the NSCA will not require the applicant to obtain a VSC or E-PIC.

Notwithstanding the above, the NSCA may ask an applicant to obtain a VSC or E-PIC if the NSCA suspects the minor has an adult conviction and therefore has a criminal record. In these circumstances, NSCA will be clear in its request that it is not asking for the applicant's youth record. NSCA understands that it may not request to see a minors youth record.

Renewal

Organizational Participants who are required to submit the following documents in the time frame noted must do so unless otherwise directed;

- a) An E-PIC every three years
- b) A VSC once
- c) A Screening Renewal Form (Appendix A) every year
- e) NCCP Safe Sport Training every three years

Orientation, Training, and Monitoring

The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at NSCAs discretion.

Orientation may include, but is not limited to: introductory presentations, facility tours, equipment demonstrations, parent/athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.

Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.

At the conclusion of orientation and training, the individual will be required to acknowledge, in written form, that they have received and completed the orientation and training.

Monitoring may include but is not limited to: written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.



How to Obtain an E-PIC or VSC

NSCA has joined the Coaching Association of Canada's Responsible Coaching Movement and therefore has access to the E-PIC at a discounted rate. Organizational participants can obtain an E-PIC via www.mybackcheck.com.

Organizational participants may only obtain a VSC by visiting their local police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required.

NSCA understands that it may be required to assist an individual with obtaining a VSC. NSCA may need to submit a Request for VSC (Appendix B) or complete other documentation describing the nature of the organization and the individual's role with vulnerable organizational participants.

Procedure for submitting Screening Documentation: (Level 2 & 3 only)

Screening documents must be submitted to: Sideline Learning www.sidelinelearning.com. To have a Sideline Learning profile created contact the NSCA Technical Director.

An individual who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The individual will be informed that their application and/or position will not proceed until the screening documents are submitted.

The NSCA understands that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, the NSCA may permit the individual to participate in the role during the delay. The NSCA may withdraw this permission at any time and for any reason.

The NSCA recognizes that different information will be available depending on the type of screening document that the individual has submitted. For example, an E-PIC may show details of a specific offense, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The NSCA will use its expertise and discretion when making decisions based on the screening documents that have been submitted.

Following the review of the screening documents, the following outcomes may apply:

- a) The individual has passed screening and may participate in the desired position;
- b) The individual has passed screening and may participate in the desired position with conditions;
- c) The individual has not passed screening and may not participate in the desired position; or
- d) More information is required from the individual.



The outcome decision will consider the type of offense, date of offense, and relevance of the offense to the position sought.

The outcome decision will be that an individual has not passed screening if the screening documentation reveals any of the following:

- a) If imposed in the last three years:
 - i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving
 - ii. Any offense for trafficking and/or possession of drugs and/or narcotics
 - iii. Any offense involving conduct against public morals
- b) If imposed in the last ten years:
 - i. Any crime of violence including but not limited to, all forms of assault
 - ii. Any offense involving a minor or minors
 - iii. Any offense involving theft or fraud
- c) If imposed at any time:
 - i. An individual's conviction for any of the following Criminal Code offenses:
 - a. Any offense of physical or psychological violence
 - b. Any crime of violence including but not limited to, all forms of assault
 - c. Any offense involving trafficking of illegal drugs
 - d. Any offense involving the possession, distribution, or sale of any child related pornography
 - e. Any sexual offense

Conditions and Monitoring

Excluding the incidents above which, if revealed, would cause the individual to not pass screening, the decision outcome may determine that incidents revealed on an individual's screening documents may allow the individual to pass the screening process and participate in a desired position with conditions imposed. The NSCA may apply and remove conditions at its discretion and will determine the means by which adherence to conditions may be monitored.

Records

All records will be maintained by a third party compliance tracking platform (Sideline Learning) and will not be disclosed to others except as required by law, or for use in legal, quasi-legal, or disciplinary proceedings.

Privacy

The collection, use and disclosure of any personal information pursuant to this Policy is subject to NSCA's Privacy Policy. NSCA, or any of their delegates pursuant to this Policy shall comply with NSCA's Privacy Policy in the performance of their services under this Policy.