



**CANADA SNOWBOARD
PAN-CANADIAN POLICY
SCREENING POLICY**

Policy statement: Canada Snowboard and its PTSA's are committed to ensuring they are taking the right steps to ensure screening of personnel takes place to ensure a safe sporting environment.

Policy Category:	Programs – High Performance
Approval Authority:	Governing Board
Approval Date:	September 20, 2022
Next Review Date:	Every year

This Policy has been prepared by Canada Snowboard and is a Pan-Canadian Policy applicable to Canada Snowboard and its PTSA's. This document cannot be modified by a PTSA without consultation and approval from Canada Snowboard.

Definitions

1. The following terms have these meanings in this Policy:
 - a) **“Coach”** – All coaches, managers, learning facilitators, judges, and officials, integrated support team members and other service providers (including parents, youth and volunteers) participating in the Organization’s programs, activities and events, including but not limited to its competitions, training camps and tryouts.
 - b) **“Driver’s Abstract”** – A driver’s record of their driving history which may outline any impaired charges, convictions, suspensions, and prohibitions, and the status of the driver’s license.
 - c) **“Enhanced Police Information Check (E-PIC)”** – A search of local police information and the RCMP National Repository of Criminal Records to determine whether the individual has a criminal conviction for which a pardon has not been granted and whether select non-conviction information may be relevant to the screening process.
 - d) **“PTSA”** – the provincial/territorial association that is the governing body of the sport of snowboarding in a province or territory that has been admitted as a Member of Canada Snowboard
 - e) **“Vulnerable Person”** – A person who, because of their age, a disability, or other circumstances, whether temporary or permanent, is in a position of dependency on others, or is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them.
 - f) **“Vulnerable Sector Verification (VSV)”** – An inclusive type of check for individuals who are coaching in a vulnerable sector (such as with Vulnerable Persons), which verifies the existence of criminal records, as well as record suspensions (formerly pardons) for sexually based offences, non-conviction information, and charges related to the predation of a child or other vulnerable person.

Purpose



2. Canada Snowboard and its PTSAs understand that screening coaches is a vital part of providing a safe sporting environment. Canada Snowboard and its PTSAs are responsible, by law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities, and events. The purpose of screening is to identify individuals involved with the activities of Canada Snowboard and its PTSAs who may pose a risk to Canada Snowboard, its PTSAs, clubs and participants.

Application of this Policy

3. Canada Snowboard and its PTSAs will determine which individuals will be subject to screening using the following guidelines:

Category 1 – Low Risk – Coaches involved in low risk coaching assignments who are not in a supervisory role, not directing others, and/or do not have access to Vulnerable Persons. Any decisions being implemented by those in low risk positions are typically organizationally based. Examples:

- a) Parents, youth, or volunteers who are assisting on a non-regular informal basis
- b) Event volunteers without access to the field of play, and those with administrative roles at events
- c) Older athletes hosting or participating in training sessions or workshops

Category 2 – Medium Risk – Coaches involved in medium risk assignments who may be in a supervisory role, may direct others, and/or who may have limited or “in a group only” access to Vulnerable Persons. Those in medium risk positions typically take decisions only in the context of the sport or competition rules. Examples:

- a) Assistant coaches or volunteer head coaches of a club
- b) Coaches who are typically under the supervision of another coach

Category 3 – High Risk – Coaches involved in high risk assignments who occupy positions of trust and/or authority or influence over the safety, fulfillment of needs and general sport experiences of athletes, vulnerable persons and registered participants, have a supervisory role, direct others, and who have access to Vulnerable Persons. Examples:

- a) Full time coaches
- b) Coaches who travel with athletes
- c) Coaches who could be alone with athletes

Policy

4. Screening Requirements:

- a) Category 1 coaches will:
 - i. Confirm their qualifications, eligibility, employment/volunteer history, extent of prior experience working with children or youth and other related experience that meet the requirements for the position
 - ii. Complete a Screening Disclosure Form
 - iii. Provide one letter of reference related to the position
 - iv. Participate in orientation as determined by Canada Snowboard or the PTSA
 - v. Complete an Application Form indicating that the individual has read and understands the policies and procedures of Canada Snowboard or the PTSA, as applicable

Unless specifically required by Canada Snowboard or a PTSA, Category 1 coaches do not require an E-PIC or VSV.

- b) Category 2 coaches will:
 - i. Confirm their qualifications, eligibility, employment/volunteer history, extent of prior experience working with children or youth and other related experience that meet the



- requirements for the position
 - ii. Complete and provide an E-PIC upon being retained by Canada Snowboard or the PTSA for the first time
 - iii. Complete a Screening Disclosure Form
 - iv. Complete an Application Form indicating that the individual has read and understands the Organization's policies and procedures
 - v. Provide one letter of reference related to the position
 - vi. Participate in orientation as determined by Canada Snowboard or a PTSA
 - vii. Provide a Driver's Abstract, if requested
- c) Category 3 coaches will:
- i. Confirm their qualifications, eligibility, employment/volunteer history, extent of prior experience working with children or youth and other related experience that meet the requirements for the position
 - ii. Complete and provide a E-PIC upon being retained by Canada Snowboard or the PTSA for the first time and on an annual basis thereafter
 - iii. Complete a Screening Disclosure Form
 - iv. Complete an Application Form indicating that the individual has read and understands the Organization's policies and procedures
 - v. Provide two letters of reference related to the position sought
 - vi. Participate in orientation as determined by Canada Snowboard or the PTSA
 - vii. Provide a Vulnerable Sector Verification (VSV), if requested (only if the coach is born before January 1, 1986)
 - viii. Provide a Driver's Abstract, if requested
- d) Category 3 coaches who have not resided in Canada for at least five (5) years must obtain the equivalent of a Vulnerable Sector Check from any country where they have spent 183 days or more within the last five (5) years, prior to their arrival to Canada. If any of those documents are in a language other than English or French, the documents should be provided along with a translation from a certified translator.
- e) All coaches must provide any written consent that may be necessary for Canada Snowboard or a PTSA to conduct an E-PIC, VSV, or any other form of background or criminal check.
- f) Failure to participate in the screening process or to provide consent as outlined in this policy will result in the individual's ineligibility for the position sought.
- g) The Screening Committee will review the results of any E-PIC, VSV, or any other relevant background or criminal check, before any offer is made to a candidate and before the candidate can participate in any of the activities, programs or events of Canada Snowboard or the PTSA.
- h) When the Screening Committee is of the opinion that, notwithstanding an adverse E-PIC or VSV and/or concerns arising from the screening process, a person can coach within Canada Snowboard or the PTSA without adversely affecting the safety of Canada Snowboard, a PTSA, or of any individual, athlete or member of Canada Snowboard or a PTSA, the Screening Committee may approve that coach's participation and impose certain terms and conditions as deemed appropriate.
- i) Any coach who is charged with and/or subsequently convicted of a relevant criminal offence, must immediately report this circumstance to Canada Snowboard or the PTSA, as applicable, which will



take such steps as are appropriate, including re-assignment, suspension, dismissal or expulsion, on a provisional basis and/or pending the conclusion of the investigation or criminal process.

- j) If a coach provides falsified or misleading information, the coach will immediately be removed from their position and may be subject to further discipline in accordance with the applicable organization's policies

Young People

- 2. Canada Snowboard and its PTSAs define a young person as someone who is younger than 18 years old. When screening young people, Canada Snowboard and its PTSAs will:
 - a) Not require the young person to obtain a VSC or E-PIC; and
 - b) In lieu of obtaining a VSC or E-PIC, require the young person to submit up to two (2) additional letters of reference.
- 3. Notwithstanding the above, Canada Snowboard or a PTSA may ask a young person to obtain a VSC or E-PIC if Canada Snowboard or the PTSA suspects the young person has an adult conviction and therefore has a *criminal record*. In these circumstances, Canada Snowboard or the PTSA will be clear in its request that it is not asking for the young person's *youth record*. Canada Snowboard and its PTSAs understand that it may not request to see a young person's youth record.

Screening Committee

- 5. The implementation of this policy is the responsibility of the a Screening Committee, appointed by Canada Snowboard or the PTSA, which is a committee of three (3) to five (5) individuals. The organization will ensure that the individuals appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess E-PICs, VSVs, and Screening Disclosure Forms and render decisions under this Policy. Quorum for the Screening Committee is three (3) committee members.
 - a. Canada Snowboard's Screening Committee will be made up of the following members:
 - i. The Sport and System Development Director
 - ii. The Coaching and Programming Lead
 - iii. The System Alignment Lead
 - iv. The Risk Assessment Advisor
- 6. Canada Snowboard or the PTSA may remove any member of the Screening Committee. When a position on the Screening Committee becomes vacant, either because a member has been removed or because a member has resigned, Canada Snowboard or the PTSA, as applicable, will appoint a replacement member.
- 7. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.
- 8. The Screening Committee is responsible for reviewing all E-PICs, VSVs, and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of coaches filling positions within Canada Snowboard. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.

Renewal

- 9. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit an E-PIC, Screening Disclosure Form, VSC, or Screening Renewal Form, are required to submit the documents as follows:
 - a) An E-PIC every three years



- b) A Screening Disclosure Form every three years
- c) A Screening Renewal Form (**Appendix C**) every year
- d) A Vulnerable Sector Check once

10. The Screening Committee may request that an individual provide any of the above documents at any time. Such request will be in writing and reasons will be provided for the request.

Procedure

11. E-PICs may be obtained during the membership registration process through SnowReg (Sterling Backcheck), through a different online background check provider or by visiting your local police station.
12. VSVs may be obtained by an RCMP office or 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.
 - a. Fingerprinting may be required if there is a positive match with the individual's gender and birthdate.
 - b. Canada Snowboard understands that it may be required to assist an individual with obtaining a VSV. Canada Snowboard may need to submit a request for VSV (Appendix D) or complete other documentation describing the nature of the organization and the individual's role with vulnerable individuals.
13. In Ontario, the *Police Record Checks Reform Act, 2015* requires the individual to consent in writing before requesting a criminal record check (such as an E-PIC). The Act also requires the individual to consent in writing for any disclosure of the results to the requesting organization.
14. In BC, **the process for obtaining a Criminal Record Check is different than in other provinces and territories and that sections of this policy relating to obtaining a Criminal Record Check may not apply. In such cases, the Screening Committee will provide Participants with directions pursuant to the following website: <https://www.viasport.ca/free-criminal-records-checks>**
15. The Screening requirements defined in this policy will be submitted to Canada Snowboard or the PTSA at an email address and/or physical address provided by Canada Snowboard or the applicable PTSA.
16. If required, Canada Snowboard or the PTSA will provide a letter confirming the potential position within the organization.
17. The Screening Committee will review all submitted documents and determine if the coach has committed a relevant offence.
18. Subsequent to its' review and when the documents reveal a relevant offence (defined below), the Screening Committee, by majority vote, will:
 - a) Approve the coach's participation; or
 - b) Deny the coach's participation; or
 - c) Approve a coach's participation subject to terms and conditions as the Screening Committee deems appropriate.
19. If a coach's screening results do not reveal a relevant offence, the Screening Committee will advise that the coach's participation has been approved. If an individual's screening results reveal a relevant offence, the



Screening Committee will render its decision and provide notice of its decision.

20. In the event of an adverse E-PIC, VSV and/or concerns arising from the screening process, the Screening Committee shall have the authority to:
- a. conduct an interview with the coach and/or request further information from the coach about the nature and circumstances of the conviction in order to determine whether the conviction relates to a relevant offence;
 - b. conduct a risk assessment;
 - c. request further letters of references;
 - d. not hire, select, assign or engage a coach who does not cooperate in providing further information pertaining to the nature and circumstances of a criminal conviction or participate in a risk assessment;
 - e. not hire, select, assign or engage a coach who has a current charge of, conviction for, or has been found guilty of, a relevant offence.
21. E-PICs and VSVs are valid for a period of 3 years and Screening Disclosure Forms must be completed on an annual basis. However, the Screening Committee may request that an individual provide an E-PIC, VSV, or a Screening Disclosure Form for review and consideration at any time. Such request will be in writing and reasons will be provided for such a request.

Relevant Offences

22. Provided a pardon has not been granted, the following examples are considered to be relevant offences:
- a) If imposed in the last five (5) years:
 - i. Any offence involving the use of a motor vehicle, including but not limited to impaired driving.
 - ii. Any offence for trafficking and/or possession of illegal drugs and/or narcotics.
 - b) If imposed in the last 10 years:
 - i. Any crime of violence including but not limited to, all forms of assault.
 - ii. Any offence involving a minor or minors.
 - c) If imposed at any time:
 - i. Any offence involving the access, making, possession, distribution, or sale of any child-related pornography.
 - ii. Any sexual offence, crime with a weapon or other crime of violence including but not limited to, all forms of assault or exploitation.
 - iii. Any offence involving theft or fraud.

Records

23. 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, or is in the best interest of the public. All records will be maintained for a period of 10 years. Once the retention period has been reached, Canada Snowboard or the PTSA, as applicable, will securely dispose of records in accordance with applicable laws and policies.

Criminal Convictions

24. A coach's conviction for any of the following *Criminal Code* offences may result in expulsion from Canada Snowboard or a PTSA and/or removal from designated positions, competitions, programs, activities and events upon the sole discretion of Canada Snowboard or the PTSA:
- a) Any offence of physical or psychological violence
 - b) Any crime of violence including but not limited to, all forms of assault



- c) Any offence involving trafficking of illegal drugs
- d) Any child pornography offences
- e) Any sexual offences
- f) Any offence involving theft or fraud



Appendix A – Application Form

Note: Individuals who are applying to work within certain positions with Canada Snowboard and PTSAs must complete this Application Form. Individuals need to complete an Application Form once for the position sought. If the individual is applying for a new position within Canada Snowboard or a PTSA, a new Application Form must be submitted.

NAME: _____
First Middle Last

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

EMAIL: _____ **PHONE:** _____

POSITION SOUGHT: _____

By signing this document below, I agree to adhere to the policies and procedures of Canada Snowboard or the PTSA, including but not limited to the *Code of Conduct and Ethics*, *Conflict of Interest Policy*, *Privacy Policy*, and *Screening Policy*. Canada Snowboard's policies are located at the following link: canadasnowboard.ca

I recognize that I must pass certain screening requirements depending on the position sought, as outlined in the *Screening Policy*, and that the Screening Committee will determine my eligibility to volunteer or work in the position.

NAME (print): _____ **DATE:** _____

SIGNATURE: _____



Appendix B – Screening Disclosure Form

NAME: _____
First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

CLUB (if applicable): _____ **EMAIL:** _____

Note: Failure to disclose truthful information below may be considered an intentional omission and the loss of volunteer responsibilities or other privileges

1. Do you have a criminal record? If so, please complete the following information for each conviction. Attach additional pages as necessary.

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

2. Have you ever been disciplined or sanctioned by a sport governing body or by an independent body (e.g., private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position? If so, please complete the following information for each disciplinary action or sanction. Attach additional pages as necessary.

Name of disciplining or sanctioning body: _____

Date of discipline, sanction or dismissal: _____

Reasons for discipline, sanction or dismissal: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____



3. Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? If so, please complete the following information for each pending charge or sanction. Attach additional pages as necessary.

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Name of disciplining or sanctioning body: _____

Further Explanation: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, I consent and authorize Canada Snowboard to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Enhanced Police Information Check and/or Vulnerable Sector Check (when permitted by law) for the purposes of screening, implementation of the *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial/Territorial Sport Associations, Clubs, and other organizations involved in the governance of sport. Canada Snowboard and its PTSAs do not distribute personal information for commercial purposes.

CERTIFICATION

I hereby certify that the information contained in this Screening Disclosure Form is accurate, correct, truthful and complete.

I further certify that I will immediately inform Canada Snowboard and/or the applicable PTSA of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in the withdrawal of volunteer responsibilities or other privileges and/or disciplinary action.

NAME (print): _____

DATE: _____

SIGNATURE: _____



Appendix C – Screening Renewal Form

NAME: _____
First Middle Last

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

EMAIL: _____ **PHONE:** _____

By signing this document below, I certify that there have been no changes to my criminal record since I last submitted an Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to Canada Snowboard or a PTSA. I further certify that there are no outstanding charges and warrants, judicial orders, peace bonds, probation or prohibition orders, or applicable non-conviction information, and there have been no absolute and conditional discharges.

I agree that any Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I would obtain or submit on the date indicated below would be no different than the last Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I submitted to Canada Snowboard or a PTSA. I understand that if there have been any changes, or if I suspect that there have been any changes, it is my responsibility to obtain and submit a new Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to Screening Committee of Canada Snowboard or the PTSA instead of this form.

I recognize that if there have been changes to the results available from the Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form, and that if I submit this form improperly, then I am subject to disciplinary action and/or the removal of volunteer responsibilities or other privileges at the discretion of the Screening Committee.

NAME (print): _____ **DATE:** _____

SIGNATURE: _____



Appendix D – Request for Vulnerable Sector Check

Note: Canada Snowboard will be required to modify this letter to adhere to any requirements from the VSC provider

INTRODUCTION

[insert organization] is requesting a Vulnerable Sector Check for _____ [insert individual's full name] who identifies as a _____ [insert gender identity] and who was born on _____ [insert birthdate].

DESCRIPTION OF [the Organization]

[insert description]

DESCRIPTION OF ROLE

_____ [insert individual's name] will be acting as a _____ [insert individual's role]. In this role, the individual will have access to vulnerable individuals.

CONTACT INFORMATION

If more information is required from the organization, please contact the Screening Committee Chair:

[Insert information for Screening Committee Chair]

Signed: _____ Date: _____