



## 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 Football Manitoba (FM) activities, FM requires all individuals in Designated Categories to be screened before they can be accepted and placed within FM.

### Definitions

2. "Personnel" – includes members, volunteers, employees, and contractors whose position with FM is one of trust or authority or interaction with minors. Personnel may include but are not limited to, coaches, managers, referees, trainers, coordinators, chaperones, FM Board of Directors, FM Committee members, and FM 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 FM.
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 FM. 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 FM 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 FM 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. Not all positions pose a risk of harm to FM or its participants and therefore Personnel will be screened with different tools as determined by FM.

### Screening Tools

10. In its screening process, FM 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.

11. 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.
12. 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.
13. 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.
14. 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)
15. The approved agency for the CARC is:
  - Province of Manitoba Child & Family Services

## **Policy**

16. It is FM's policy that:
  - All positions will have a clear set of guidelines about appropriate behavior and conduct as outlined in the Football Manitoba Code of Conduct & Ethics.
  - FM 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 FM, an athlete, or member of FM, 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 FM.
  - 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 FM policies.

## **Screening Committee**

17. The implementation of this policy is the responsibility of the FM Screening Committee. The Screening Committee will consist of members selected and approved by the FM Board of Directors.
18. The Screening Committee will carry out its duties in accordance with the terms of this Policy, independent of the Board of Directors of FM.
19. The Screening Committee is responsible for receiving and reviewing all CRC, CARC and SDF and, based on such reviews, shall make decisions regarding the appropriateness of individuals filling positions in Designated Categories within FM. 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**

20. Each person subject to this policy will obtain and submit to FM 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 football organization in the case of a transfer from out of province or country to FM. The CRC must not be more than 6 months old at the time of submission.
21. The CRC and CARC certificates must be the originals.
22. 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 FM sanctioned events and programs until such time as the CRC, CARC, SDF and letter of good standing, if required, is received.

23. The Screening Committee will receive and review all CRC, CARC, SDF, and letters of good standing, if required, and determine whether a relevant offence is revealed. One member of the Screening Committee will present applicants anonymously, and will refrain from offering an opinion on that persons eligibility.
24. Subsequent to its review of a CRC, CARC, SDF or letter of good standing, if required, the Screening Committee, 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.
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. The Screening Committee will document the validity date and return or destroy the original CRC and CARC.
26. 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 FM Board of Directors.
27. 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 FM.
28. Nothing in this policy will prevent an individual from re-applying for a Designated Position with FM at some point in the future, and submitting a new CRC, CARC and SDF and letter of good standing, if required.
29. CRC and CARC are valid for a period of three years 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**

30. 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**

31. 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**

32. This policy was approved by the Board of Directors of FM on January 17, 2018. This policy is not a static document and will be reviewed by the Board of Directors of FM, with recommendations from the Conduct & Ethics Committee, on an annual basis.

