



## Manitoba Paddling Association

### Screening Policy

#### Definitions

1. The following terms have these meanings in this Policy:
  - a. "*Criminal Record Check (CRC)*" – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
  - b. "*Local Police Information (LPI)*" – additional conviction and selected non-conviction information in national and local police data sources which may be relevant to the position sought
  - c. "*Enhanced Police Information Check (E-PIC)*" – a Criminal Record Check plus a search of Local Police Information, available from SterlingBackcheck
  - d. "*Local Police Information*" - Additional conviction and selected non-conviction information in national and local police data sources which may be relevant to the position sought
  - e. "*Participants*" – Refers to all categories of individual members and/or registrants defined in the By-laws of the The Manitoba Paddling Association(MPA) who are subject to the policies of MPA, as well as all people employed by, contracted by, or engaged in activities with MPA including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers
  - f. "*Vulnerable Sector Check (VSC)*" – a detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, Local Police Information, and the Pardoned Sex Offender database
  - g. "*Vulnerable Participants*" – A person under the age of 18 years old and/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

#### Preamble

2. The Manitoba Paddling Association understands that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the community.

### **Application of this Policy**

3. This Policy applies to all Participants whose position with the Manitoba Paddling Association is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Participants.
4. Not all individuals associated with the Manitoba Paddling Association will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to the organization or to its participants. The Manitoba Paddling Association will determine which individuals will be subject to screening using the following guidelines at its discretion:

Level 1 – Low Risk - Participants involved in low risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Participants. Examples:

- a. Parents, youth, or volunteers who are helping out on a non-regular or informal basis

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

- a. Athlete support personnel
- b. Non-coach employees or managers
- c. Directors
- d. Coaches who are typically under the supervision of another coach

Level 3 – High Risk – 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 who have frequent or unsupervised access to Vulnerable Participants. Examples:

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

### **Screening Committee**

5. The implementation of this policy is the responsibility of the Manitoba Paddling Association's Screening Committee which is a committee of either one (1) or three (3) members appointed by the Board of Directors. The Manitoba Paddling Association will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately screening documents and render decisions under this Policy.
6. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.

7. The Screening Committee is responsible for reviewing all documents submitted and, based on the review, making decisions regarding the appropriateness of individuals filling positions within the Manitoba Paddling Association. 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.
8. Nothing in this Policy restricts or limits the Screening Committee from requesting that the individual attend an interview with the Screening Committee if the Screening Committee considers that an interview is appropriate and necessary to screen the individual's application.
9. Nothing in this Policy restricts or limits the Screening Committee from requesting the individual's authorization to contact any professional, sporting or other organization in order to assess the individual's suitability for the position that they are seeking.
10. Nothing in this Policy restricts or limits the Screening Committee from requesting further information from the individual on more than one occasion, subject to the individual's right to insist that the Screening Committee make a decision on the basis of the information before it.
11. The Screening Committee may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.
12. When assessing an individual's screening application, the Screening Committee shall determine whether there is reason to believe that the individual may pose a risk to members of the Manitoba Paddling Association.
13. An individual having been previously penalized for a prior offence shall not prevent the Screening Committee from considering that offence as part of the individual's screening application.
14. If the Screening Committee determines on the basis of the individual's screening application, in addition to any further material received by it, that the individual does not pose a risk to the members of the Manitoba Paddling Association, the Screening Committee shall approve the individual's application, subject to the Screening Committee's right to impose conditions.
15. In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall be provided to the applicant and to the Manitoba Paddling Association's Board of Directors, which may disseminate the decision as they see fit in order to best fulfil the mandate of the Manitoba Paddling Association.

16. A Participant whose screening application has been denied or revoked may not re-apply to participate in the Manitoba Paddling Association's programs or activities for two (2) years from the date the rejected application was made.

### **Screening Requirements**

17. It is the Manitoba Paddling Association's policy that when an individual is first engaged:

a. Level 1 individuals will:

- i. Complete an Application Form (**Appendix A**)
- ii. Complete a Screening Disclosure Form (**Appendix B**)
- iii. Participate in training, orientation, and monitoring as determined by the The Manitoba Paddling Association

b. Level 2 individuals will:

- i. Complete an Application Form
- ii. Complete a Screening Disclosure Form
- iii. Complete and provide an E-PIC
- iv. Provide one letter of reference related to the position
- v. Participate in training, orientation, and monitoring as determined by the The Manitoba Paddling Association
- vi. Provide a driver's abstract, if requested

c. Level 3 individuals will:

- i. Complete an Application Form
- ii. Complete a Screening Disclosure Form
- iii. Complete and provide an E-PIC and a VSC
- iv. Provide one letter of reference related to the position
- v. Participate in training, orientation, and monitoring as determined by the The Manitoba Paddling Association
- vi. Provide a driver's abstract, if requested

d. If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Manitoba Paddling Association. Additionally, the individual will inform the Manitoba Paddling Association of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.

e. If the Manitoba Paddling Association 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 in accordance with the Manitoba Paddling Association's *Discipline and Complaints Policy*.

## **Young People**

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

## **Renewal**

20. 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:
- An E-PIC every three years
  - A Screening Disclosure Form every three years
  - A Screening Renewal Form (**Appendix C**) every year
  - A Vulnerable Sector Check once
21. At any time, including after either the submission of an individual's application or its approval (with or without conditions), the Screening Committee may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of the Manitoba Paddling Association, could affect the assessment of the individual's suitability for participation in the Manitoba Paddling Association's programs, activities, or with any of its members.

## **Orientation, Training, and Monitoring**

22. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at the Manitoba Paddling Association's discretion.
23. 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.
24. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.

25. 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.

26. 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**

27. An E-PIC may be obtained online via <http://www.backcheck.net/e-pic.htm>

**OR**

28. The Manitoba Paddling Association has joined the Coaching Association of Canada's Responsible Coaching Movement and therefore has access to the E-PIC at a discounted rate. Participants can obtain an E-PIC via [https://www.sterlingtalentsolutions.ca/landing-pages/c/cac\\_ace/](https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_ace/)

29. Participants may only obtain a VSC by visiting 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.

30. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.

31. The Manitoba Paddling Association understands that it may be required to assist an individual with obtaining a VSC. The Manitoba Paddling Association may need to submit a Request for VSC (**Appendix D**) or complete other documentation describing the nature of the Manitoba Paddling Association and the individual's role with vulnerable individuals.

### **Procedure**

32. Screening documents must be submitted to the following individual:

**Chelsea Christmas (Manitoba Paddling Association Office Manager)**

33. 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 such time as the screening documents are submitted.

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

35. The Manitoba Paddling Association 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 Screening Committee will use its expertise and discretion when making decisions based on the screening documents that have been submitted.
36. Following the review of the screening documents, the Screening Committee will decide:
- 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.
37. In making its decision, the Screening Committee will consider the type of offense, date of offense, and relevance of the offense to the position sought.
38. The Screening Committee may decide 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 of assault, physical or psychological violence
    - iii. Any offense involving trafficking or possession of illegal drugs
    - iv. Any offense involving conduct against public morals
    - v. Any offense involving theft or fraud
  - b. If imposed at any time:
    - i. Any offense involving a Minor or Minors
    - ii. Any offense involving the possession, distribution, or sale of any child-related pornography
    - iii. Any sexual offense

### **Conditions and Monitoring**

39. The Screening Committee 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 Screening Committee may apply and remove conditions at its discretion and will determine the means by which adherence to conditions may be monitored.

## Records

40. 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.
41. The records kept by the Manitoba Paddling Association as part of the screening process include but are not limited to:
  - a. An individual's Vulnerable Sector Check
  - b. An individual's E-PIC (for a period of three years)
  - c. An individual's Screening Disclosure Form (for a period of three years)
  - d. An individual's Screening Renewal Form (for a period of one year)
  - e. Records of any conditions attached to an individual's registration by the Screening Committee
  - f. Records of any discipline applied to any individual by the Manitoba Paddling Association or by another sport The Manitoba Paddling Association



## Appendix A – Application Form

Note: Individuals who are applying to volunteer or work within certain positions with the The Manitoba Paddling Association 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 the The Manitoba Paddling Association, a new Application Form must be submitted.

### NAME:

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First Middle Last

### CURRENT PERMANENT ADDRESS:

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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 The Manitoba Paddling Association's policies and procedures, including but not limited to the Code of Conduct and Ethics, Conflict of Interest Policy, Privacy Policy, and Screening Policy. The The Manitoba Paddling Association's policies are located at the following link: [www.mpa.mb.ca](http://www.mpa.mb.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. If not, please leave this section blank. 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. If not, please leave this section blank. Attach additional pages as necessary.**

Name of disciplining or sanctioning body:  
\_\_\_\_\_

Date of discipline, sanction or dismissal:

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Reasons for discipline, sanction or dismissal:

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Penalty or Punishment Imposed:

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Further Explanation:

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**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. If not, please leave this section blank. Attach additional pages as necessary.**

Name or Type of Offense: \_\_\_\_\_

Name and Jurisdiction of Court/Tribunal:

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Name of disciplining or sanctioning body:

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Further Explanation: \_\_\_\_\_

### **PRIVACY STATEMENT**

By completing and submitting this Screening Disclosure Form, I consent and authorize the Manitoba Paddling Association 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 Manitoba Paddling Association's *Screening Policy*, administering membership services, and communicating with National Sport Organization, Provincial Sport Organization, Sport Clubs, and other organizations involved in the governance of sport. The Manitoba Paddling Association does 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 the Manitoba Paddling Association 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 the The Manitoba Paddling Association. 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 the The Manitoba Paddling Association. 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 the The Manitoba Paddling Association's Screening Committee 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: The Manitoba Paddling Association will be required to modify this letter to adhere to any requirements from the VSC provider*

### INTRODUCTION

MPA 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 MANITOBA PADDLING ASSOCIATION (MPA)

MPA is a not-for-profit provincial organization for the sport of Paddling located in Manitoba.

### 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.


[Insert additional information re: type and number of vulnerable individuals, frequency of access, etc.]

### CONTACT INFORMATION

If more information is required from the Manitoba Paddling Association, please contact the Screening Committee Chair: Chelsea Christmas

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MPA Board of Directors

Signed: \_\_\_\_\_  \_\_\_\_\_ Date: \_\_\_\_\_ Dec. 13, 2023 \_\_\_\_\_

Approved: December 13, 2023 \_\_\_\_\_

Manitoba Paddling Association  
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