

SCREENING POLICY

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Preamble:

Manitoba Water Polo Association Inc. (“MWPA”) understands that the screening of coaches and volunteers is a vital part of providing a safe sporting environment. The MWPA is committed to do everything reasonable to provide a safe environment for participants in its programs, activities, and events. The purpose of screening is to identify individuals involved within the MWPA and affiliated Clubs who may pose a risk.

Definitions:

Criminal Record Check (CRC): A search of the Canadian Police Information Centre (CPIC) system for adult convictions. Also searched is: local police information, pending charges pursuant to federal legislation, outstanding judicial orders and

Vulnerable Sector Check (VSC): A detailed check that includes the above plus also checks for convictions where pardons were granted for sexual offences.

Child Abuse Registry Check (CARC): The registry contains names of persons who have been found to have abused a child.

Participants – Refers to all categories of individual members and/or registrants defined in the By-laws of the MWPA who are subject to the policies of the MWPA, as well as all people employed by, contracted by, or engaged in activities with the MWPA including, but not limited to, employees, contractors, athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers.

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 greater risk than the general population of being harmed by people in positions of trust or authority.

Application of this Policy

This Policy applies to all Participants whose position with the MWPA is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Participants.

Not all individuals associated with the MWPA will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to the MWPA or to its participants. The MWPA will determine which individuals will be subject to screening using the following guidelines (the MWPA may vary the 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:

- Parents
- Youth
- volunteers who are assisting on a non-regular or informal basis
- scorekeeping officials
- referees

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:

- Non-coach managers
- Directors
- Volunteers who help out on a regular basis

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:

- Coaches
- Chaperones

Screening Committee

The Board of Directors of the MWPA will establish a Screening Committee of up to three persons who are responsible to implement this policy and carry out its duties in accordance with the terms of this policy.

The Screening Committee will review all documents submitted and make decisions regarding the appropriateness of the applicants. 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.

The Screening Committee may request that the applicant attend for an interview if they believe that an interview is appropriate and necessary to screen the application.

The Screening Committee may request further information from the applicant, subject to the applicant's right to insist that the Screening Committee decide based on the information before it.

The Screening Committee may draw an adverse interest from an applicant's failure to provide information or answer queries.

The Screening Committee may determine that the applicant does not pose a threat to the MWPA or to another individual. In this case, the Screening Committee shall approve the application, subject to the Committee's right to impose conditions.

If an application is denied, a copy of the decision shall be provided to the applicant and to the Board of Directors.

At any time, the Screening Committee may re-open a previously approved applicant's file for additional screening if it is advised of new information that, in the discretion of the MWPA, could affect the assessment of the individual's suitability for participation in the programs or activities of the MWPA, or the individual's interactions with other individuals involved with the MWPA.

If the MWPA learns that an applicant has provided false, inaccurate, or misleading information, the applicant will immediately be removed from their position and may be subject to further discipline in accordance with the Discipline Policy.

Opportunity to re-apply

An individual who has been denied or revoked may re-apply after two (2) years from the date of the rejected application.

Screening Requirements

All Level 1 individuals will:

- a. Complete a screening questionnaire in RAMP;
- b. Participate in training, orientation, and monitoring as determined by the MWPA.

All Level 2 individuals will:

- a. Complete a screening questionnaire in RAMP;
- b. Complete and provide a CRC with VSC every **five** years;
- c. In the alternating years, a written declaration that the individual has not been charged or convicted of an offence since their last screen is required;
- d. Participate in any training, orientation, and monitoring as determined by the MWPA;

All Level 3 individuals will:

- a. Complete a screening questionnaire in RAMP;
- b. Provide a CRC with VSC every **three** years;
- c. In the alternating years, a written declaration that the individual has not been charged or convicted of an offence since their last screen is required.
- d. Provide a CARC every **three** years;
- e. Participate in any training, orientation, and monitoring as determined by the MWPA;
- f. reference letters may be required.

Change in Circumstances

If an applicant has any change in circumstance that would alter their original declaration or screen, such as being charged, convicted, or found guilty of an offence, the individual must

report the circumstance immediately to the MWPA. Failure to do so could result in suspension or termination.

Providing False Information

If the MWPA learns that an applicant 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 MWPA Code of Conduct Policy 32(8)(g).

Failure to Provide Information

An adverse inference will be drawn for any applicant who refuses or fails to provide the necessary screening documents.

An applicant 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.

Individuals under 18 years, who would otherwise fall under Level 2 or 3

Individuals who are under the age of 18 but in a position of trust or authority may be required to provide up to two letters of reference. If the MWPA has reason to suspect that the young person has an adult conviction, then the MWPA may ask that the young person obtain a VSC or CRC. In these circumstances, it must be clearly communicated that the MWPA is not seeking the young person's *youth record*.

Procedure

Screening documents must be submitted to the MWPA office, attention: MWPA Executive Director.

If a CRC reveals previous criminal activity, the applicant may appeal to the Screening Committee for a determination of whether they will be allowed to participate and in what capacity. Considerations will include relevance of the record to the position, efforts at rehabilitation, and when the infraction took place.

The Screening Committee may determine that incidents revealed on an applicant's screening documents may allow the applicant 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.

Presumptive Permanent Ineligibility

The following offences carry a presumptive sanction of permanent ineligibility:

1. Any offense involving trafficking of controlled substances.
2. Any offense involving a minor.

3. Any offence of assault, physical or psychological violence.
4. Any offence involving the possession, distribution, or sale of any child-related pornography.
5. Any sexual offence.

If a VSC or CARC reveals an incident, the person will not be allowed to participate in any position. This is not appealable.

Yearly Reporting by Clubs

For a Club to be a member of the MWPA, or renew their club membership each year, the club must provide proof two weeks before the start of the season that all coaches are registered in RAMP and that those who are 18 years and older have completed Level 3 screening.

For certainty, the Club will not be permitted to start the season without this information being provided to the MWPA.

A new coach who joins after the start of the season must be screened (and confirmed with MWPA) before starting.

Volunteers and Chaperones Travelling with Club Teams

The Club must submit to the MWPA proof of Level 3 screening for individuals or chaperones travelling with the team for the purposes of supervision one month before departure.

Record Keeping

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.

Screening Form (to be available on RAMP)

LEGAL NAME (including middle names):

CURRENT PERMANENT ADDRESS:

DATE OF BIRTH:

GENDER IDENTITY:

EMAIL:

CELL PHONE:

OTHER PHONE:

I agree to adhere to the MWPA's policies and procedures, including but not limited to the *Code of Conduct* and *Screening Policy*. The MWPA's policies are located at the following link:
<https://www.manitobawaterpolo.com> **Yes/no**

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. **Yes/no**

I am in the process of applying for, or have already completed, a Criminal Record Check, Vulnerable Sector check and Child Abuse Registry Check, if required for the position sought.
yes/no/not required

I have previously been disciplined or sanctioned by a sport governing body or dismissed from a coaching or volunteer position. **Yes/no**

There are criminal charges or any other sanctions, including those from a sport body, currently pending against me. **Yes/no**

If I pass the screening process, I will immediately inform the MWPA of any changes in circumstances that would alter my original screening results. Failure to do so may result in the withdrawal of volunteer responsibilities or other privileges and/or disciplinary action.
Yes/no

I consent and authorize the MWPA to collect, use and disclose my personal information as well as my CRC, VRC and CARC for the purposes of the Screening Policy. **Yes/no**

I certify that my answers are accurate, correct, and truthful. I acknowledge that if I submit untruthful, inaccurate, or misleading answers, then I am subject to disciplinary action and/or the removal of volunteer responsibilities or other privileges at the discretion of the Screening Committee. **Yes/no**

Screening Renewal Form

NAME:

First Middle Last

CURRENT PERMANENT ADDRESS:

Street City Province Postal Code

DATE OF BIRTH: _____ GENDER IDENTITY: _____

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 MWPA. 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 MWPA. 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 MWPA'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: