

Cheer Manitoba Screening Policy

“Organization” refers to Cheer Manitoba

Definitions

1. The following terms have these meanings in this Policy:
 - a. “*Participants*” – 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, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers
 - b. “*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 Organization 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 Organization 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 Organization 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 Organization will determine which individuals will be subject to screening using the following guidelines (the Organization 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:

- 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 Organization's Screening Committee which is a committee of either one (1) or three (3) members appointed by the Organization. The Organization will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately review 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 Organization. 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 Organization.
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 Organization, 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 Organization's Board of Directors, which may disseminate the decision as they see fit in order to best fulfil the mandate of the Organization.
16. A Participant whose screening application has been denied or revoked may not re-apply to participate in the Organization's programs or activities for two (2) years from the date the rejected application was made.

Screening Requirements

17. It is the Organization's policy that when an individual is first engaged by the Organization:
 - a. Level 1 individuals will:
 - i. Complete a Screening Disclosure Form
 - ii. Participate in training, orientation, and monitoring as determined by the Organization
 - b. Level 2 individuals will:
 - i. Complete a Screening Disclosure Form
 - ii. Participate in training, orientation, and monitoring as determined by the Organization
 - iii. Complete and provide a Vulnerable Sector Check
 - iv. Complete and provide a Child Abuse Registry Check

- v. Complete all additional mandatory coaching requirements set by Cheer Manitoba
- c. Level 3 individuals will:
- i. Complete a Screening Disclosure Form
 - ii. Participate in training, orientation, and monitoring as determined by the Organization
 - iii. Complete and provide a Vulnerable Sector Check
 - iv. Complete and provide a Child Abuse Registry Check
 - v. Complete all additional mandatory coaching requirements set by Cheer Manitoba
- 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 Organization. Additionally, the individual will inform the Organization of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
- e. If the Organization 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 Organization's *Discipline and Complaints Policy*.

Young People

18. The Organization defines a young person as someone who is younger than 18 years old. When screening young people, the Organization will:
- a. Not require the young person to obtain a Vulnerable Sector Check, Child Abuse Registry Check.
 - b. In lieu of obtaining a criminal record with Vulnerable Sector Check, Child Abuse Registry Check, may require the young person to submit up to two (2) additional letters of reference.
19. Notwithstanding the above, the Organization may ask a young person to obtain a Vulnerable Sector Check, Child Abuse Registry Check if the Organization suspects the young person has an adult conviction and therefore has a *criminal record*. In these circumstances, the Organization will be clear in its request that it is not asking for the young person's *youth record*. The Organization 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 a Vulnerable Sector

Check, Child Abuse Registry Check and Screening Disclosure Form, are required to submit the documents as follows:

- a. A Screening Disclosure Form every year
- b. A Vulnerable Sector Check every 2 years
- c. A Child Abuse Registry Check every 2 years
- d. And all coaching requirements as set by Cheer Manitoba every year

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 Organization, could affect the assessment of the individual's suitability for participation in the Organization'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 Organization'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.

Procedure

27. Screening documents must be submitted to the Executive Director of the Organization Via upload in Sport Lomo

28. 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. If this person is a coach they will be deemed a coach in bad standing with Cheer Canada and Manitoba

29. The Organization understands that there may be delays in receiving the results of an Vulnerable Sector Check and Child Abuse Registry Check. At its discretion, the

Organization may permit the individual to participate in the role during the delay. The Organization may withdraw this permission at any time and for any reason.

30. 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.
31. 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.
32. 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 five 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

33. 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

34. 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.

35. The records kept by the Organization (within Sport Lomo) as part of the screening process include but are not limited to:

- a. An individual's Vulnerable Sector Check and Child Abuse Registry Check
- b. An individual's Screening Disclosure Form.
- c. Records of any conditions attached to an individual's registration by the Screening Committee.
- d. Records of any discipline applied to any individual by the Organization or by another sport organization.



PLEASE PRINT (FOR IDENTIFICATION PURPOSES ONLY)

NAME: _____
(First) (Middle) (Last)

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

(Street) (City) (Province) (Postal Code)

DATE OF BIRTH: _____ **GENDER:** M F X
(DD/MM/YY)

1. Have you ever been convicted of a criminal conviction for which a pardon has not been granted, or been sanctioned by an independent body (sport body, private tribunal, government agency, etc.)? Yes No

Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements as required by the Cheer Manitoba Screening Policy.

If yes, please describe below:

Name or type of offense: _____
Name and jurisdiction of Court/Tribunal: _____
Year convicted: _____
Age when convicted: _____
Penalty or punishment imposed: _____
Further explanation: _____

For more than one conviction please attach additional page(s) as necessary.

2. Are criminal charges or any other charges, including those from a sport body, private tribunal, or government agency, currently pending or threatened against you? Yes No

If yes, please explain for each pending charge:

Name or type of offense or alleged activity: _____
Name and jurisdiction of Court/Tribunal: _____
Age when you allegedly committed the offence: _____
Further explanation: _____

For more than one conviction please attach additional page(s) as necessary.

The answers on this Form are truthful, accurate and complete.

Signature: _____ Date: _____
(DD/MM/YY)

Printed Name: _____