

Coach Screening Policy	Adopted: [28 August 2025] Last Reviewed: [insert date]	
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“Organization” refers to: Manitoba Orienteering Association

Purpose

The Organization understands that screening coaches is a vital part of providing a safe sporting environment. The Organization is responsible, 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 an Organization’s activities who may pose a risk to the Organization and its participants. Coaches are valued and respected by the Organization and are viewed as a key component of the sport delivery system. It is important for coaches to be clear on their role and responsibilities and how these relate to the mission of the Organization.

Definition of Coach

A coach is any person who guides athletes to train and compete in sport. They are in a position of power and trust with their athletes regardless of the age of the athlete and the age of the coach. A list of Coach roles and their levels of risk is provided in **Appendix B**.

Definition of an Athlete

Any child, youth or adult who participates or trains in a sport with the guidance of a coach.

Levels of Risk:

High Risk - Coaches who have direct access to athletes (of any age) without parental supervision.

Medium Risk - Coaches who are under the supervision of other coaches and there is no opportunity to be alone with an athlete.

Low Risk- Coaches who are under full-time parent supervision (e.g., community-based coaches). There is no travel involved and no opportunity to be alone with an athlete.

Background Checks

Coaches may be required to obtain one or more of the following types of Background Checks based on the screening requirements of their coaching role:

- Criminal Record Check (CRC)
- Police Information Check (PIC)
- Vulnerable Sector Check (VSC)

Generally, a Criminal Record Check and Police Information Check (CRC-PIC) may be obtained from local RCMP detachments and/or local police services and are free for volunteers. However,

obtaining the results of the CRC-PIC may take as long as two weeks.

Finally, coaches who have obtained a CRC-PIC within the last five years are not required to obtain the results of these checks again. Instead, the coach can provide a letter from their employer or sport organization verifying that the checks have been completed. The letter must include the coach’s name, birthdate, the date the checks were completed, and a signature from a representative of the organization or employer. In addition to the letter, the coach must submit a Screening Disclosure Form (**Appendix A**).

Vulnerable Sector Check

Some coaches are required to obtain a Vulnerable Sector Check (VSC). The Vulnerable Sector Check is a police information check and a check to see if a person has a record suspension (pardon) for sexual offences. Vulnerable sector checks were created to protect children and vulnerable persons (<https://rcmp.ca/en/criminal-records/criminal-record-checks/vulnerable-sector-checks>).

Vulnerable Sector Checks need to be done at the local police station and results take a few days. The Organization will provide a letter to waive the processing fees.

Screening Matrix

The Organization has assigned a level of risk to each Coach role (described in **Appendix B**). Each role has different screening requirements that range from completing screening education modules to regularly submitting a background check.

The matrix below explains which screening requirements are necessary for each coach role.

Coach Role	Level of Risk	Screening Requirements	Frequency of Requirements
6-week community coach	Low	Respect in Sport (RIS) & Rule of Two	RIS - <i>Every five years</i> Screening Disclosure form annually
Community coach/instructor	Medium	Respect in Sport, Rule of Two Background Check: CRC-PIC*	RIS & Background Check: Every five years Screening Disclosure form annually
Competition coach	High	Respect in Sport, Rule of Two Background Check: CRC-PIC* and VSC**	RIS & Background Check: Every five years VSC**: Every five years Screening Disclosure form annually
Performance coach	High	Respect in Sport, Rule of Two Background Check: CRC-PIC* and VSC**	RIS & Background Check: Every five years VSC**: Every five years Screening Disclosure form annually

CURRENT PERMANENT ADDRESS:

Street _____ City _____ Province _____ Postal _____

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____

Month/Day/Year

CLUB: _____ **EMAIL:** _____

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.

1. Have you ever been convicted of a crime for which a pardon has not been granted, including possession or trafficking of an illegal substance?

Yes _____ No _____ If yes, please describe below for each conviction:

Name or Type of Offence: _____

Name and Jurisdiction of Court/Tribunal: _____ Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

2. Are criminal charges or any other sanctions, 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 Offence: _____

Name and Jurisdiction of Court/Tribunal: _____

Further Explanation: _____

3. Has any civil court made a finding, judgment or ruling against you, or have you entered into an out of court settlement relevant to the profession of coaching, the sport or any other sport?

Yes _____ No _____ If yes, please describe each finding, judgment or ruling below:

Civil Court Finding: _____ Out of Court Settlement: _____

Type of Offence or Finding: _____

Year of Offence or Settlement: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

4. Have you ever been dismissed from a position due to allegations of ethical or moral misconduct?

Yes _____ No _____ If yes, please describe below:

Name of applicable Organization: _____ Date of Dismissal: _____

Reason for Dismissal: _____

5. Have you ever been disciplined or sanctioned by an independent body (sport body, private tribunal, government agency, etc.) for which a pardon has not been granted?

Yes _____ No _____ If yes, please describe below:

Name or Type of Offence: _____

Name and Independent Body: _____ Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

Certification

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

I further certify that I will immediately inform the Organization of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in termination of membership and/or further discipline.

Signature: _____ Date: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, you consent and authorize the Organization to collect, use and disclose your personal information, including all information provided on the Screening Disclosure Form, Background Check and/or Vulnerable Sector Check for the purposes of screening, administering membership services and communicating with Provincial Sport Organizations, Host Societies, and other organizations involved in the governance of the sport. The Organization does not distribute personal information for commercial purposes.

Appendix B – Coach Roles

Low Risk

6 week Community Club Coach

These coaches are never alone with an athlete and have parent supervision at all times. No travel occurs, local competition only. These coaches do not take any NCCP and may be provided with pre-planned practice plans. Typical season lasts 4-6 weeks. May or not be members of a PSO.

Medium Risk

Community Coach/Instructor

These are coaches/instructors who are working primarily with athletes in the community in a recreational setting. These are programs that happen in the local community and involve only local travel for participation. Often short term seasonal (6 weeks & up). These coaches may or may not take NCCP sport specific certification in the community or Instruction beginners' stream of the NCCP. Typically, they are Members of a PSO.

High Risk

Competition Coach

These are coaches working with athletes who compete in their local community and throughout the province. Athletes and teams may also travel out of province to compete in tournaments without parental supervision. This includes high school coaches and club travel teams. These coaches may take NCCP sport specific certification in the Competition Introduction stream of the NCCP. These coaches would coach beyond 3 months. Typically, they are members of a PSO.

Performance Coach

These are coaches who work with elite club programs, provincial, Canada Games Teams, and University and College programs. These coaches may take sport specific NCCP certification in the Competition Development stream of the NCCP. These coaches may take athletes away to competition without parent supervision.

Professional Coach

These are coaches that work with a club, provincial sport organizations and universities in a full-time/part time employed capacity. These coaches require a minimum of Competition Development certification in the NCCP but may require additional sport specific requirements.