



Policy Name:	Criminal Record Checks (“CRC”)
Policy Family:	Sport & System Development (“SSD”), High Performance (“HPP”)
Section:	Canada Snowboard Coaching Program (“CSCP”) Canada Snowboard Officials Program (“CSOP”) Canada Snowboard Judges Program (“CSJP”)
Approval Authority:	Canada Snowboard Management Team
Responsible Staff:	Sport and System Development, Manager
Implementation Date:	2018-10-15
Amendment Dates:	N/A

Policy Statement

To state whether an individual has been convicted of a criminal offense.

Purpose (reason of policy)

Criminal Record Checks are now expected as part of an organization’s due diligence to protect its members, particularly when those members include children and others considered to be part of the “vulnerable sector”.

Scope of application

Canada Snowboard Coaches, Judges and Officials

Related Documents

- CSCP Operational Manual
- CSCP Responsible Coaching Movement
- Officials Operation Manual
- Judges Operational Manual

Responsibility and Accountability

Canada Snowboard and the Provincial/ Territorial Snowboard Associations are equally responsible and accountable for the implementation of this policy.



The responsibility and accountability to obtain the Criminal Record Check and to provide a copy of it to Canada Snowboard rests with the member.

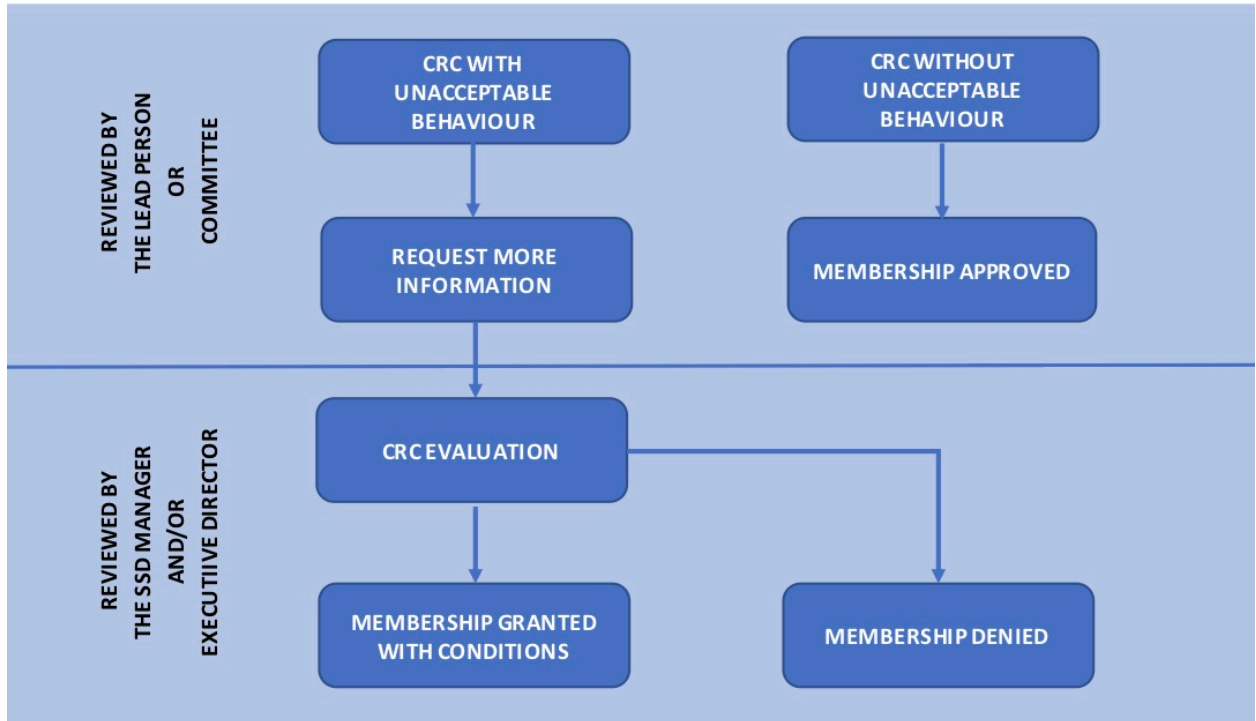
Definitions & Principles

All Canada Snowboard coaches, Officials and judges (hereafter referred to as members) must obtain a Criminal Record Check.

1. The Criminal Record Check must be requested through the member's local police authority or through BackCheck (www.backcheck.net/canadasnowboard) and must be a request for a Criminal Record Check through [the Canadian Police Information Centre \(CPIC\)](#). If you are requesting a Criminal Record Check through your local police service please also request a Vulnerable Sector Search (mandatory for all members born prior to February 28th, 1986).
2. In some jurisdictions the police authority may process a Criminal Record Check at a reduced cost if a letter can be provided. Canada Snowboard will issue such a letter on request. Requests should be made to Roberto Montanes, Sport and System Development Manager at roberto@canadasnowboard.ca
3. When the Criminal Record Check is received, the member must forward a copy, by fax or scan, to Canada Snowboard at info@canadasnowboard.ca. The member should keep the original copy of the Criminal document for his or her own records.
4. Only the person or committee designated by the Sport & System Development Manager and/or the Executive Director will review Criminal records checks.



5. CRC Review Process:



6. Unacceptable behaviors identified on a CRC may include, but are not limited to the following:

- Sexual Offences, including pardoned sexual offenses
- Violent or threatening behaviour against children or adults
- Conduct against public morals such as prostitution
- Substance or chemical abuse
- Violation of a position of trust including theft or fraud
- Criminal driving offenses, including but not limited to impaired driving

7. Relevant Offenses:

Provided a pardon has not been granted, the following examples are considered to be relevant offenses:

- If imposed in the last five years:
 - Any offense involving the use of a motor vehicle, including but not limited to impaired driving
 - Any offense for trafficking and/or possession of drugs and/or narcotics
 - Any offense involving conduct against public morals



- If imposed in the last ten years:
 - Any crime of violence including but not limited to, all forms of assault
 - Any offense involving a minor or minors
 - If imposed at any time:
 - Any offense involving the possession, distribution, or sale of any child-related pornography
 - Any sexual offense
 - Any offense involving theft or fraud
8. Canada Snowboard will not issue a membership to a person whose Criminal Record Check shows a conviction for a vulnerable sector related criminal offense. Any Criminal Code conviction, charge without disposition, Pardoned Sexual Offence, and police contact revealed to Canada Snowboard, will be examined by the Sport and System Development Manager and/or the Executive Director to determine if a membership will be issued.
 9. Members whose CRC shows a criminal conviction will be provided with the opportunity to discuss the information revealed in their CRC with the Sport and System Development Manager and/or the Executive Director.
 10. Consideration will be given to the following:
 - The nature of the offence for which the applicant was convicted (details including how long ago it took place),
 - Relevance to the position (is it a bona fide requirement because of the nature of the position),
 - Efforts made at rehabilitation (if any),
 - Achievements of the applicant since receiving the conviction.
 11. An individual who's Criminal Records Check (CRC) establishes any of the unacceptable behaviours stated in section 6 may be denied a coaching license with Canada Snowboard or a decision may be made by Sport and System Development Manager and/or the Executive Director that conditions be placed on the membership.
 12. Once a membership has been issued, a CRC will be required every three (3) years. Canada Snowboard may request a current CRC if there are reasonable grounds to believe that the CRC is no longer accurate or the coaching license is not renewed yearly.
 13. Members will not commence work until their CRC is reviewed by the person or committee designated. If there is a delay in receipt of the CRC from the Criminal, and if



the member absolutely must start work prior to such receipt, the membership is conditional on the receipt of the CRC and subject to current policies.

14. All members are required to notify Canada Snowboard if they are subsequently charged with a criminal offence or are the subject of a complaint or investigation with a professional body or association.
15. Canada Snowboard will safeguard the confidentiality of criminal records checks, and will comply with all privacy legislation and requirements set out in the [Canada Snowboard's Code of Conduct](#).
16. Confidential information is shared with others associated with Canada Snowboard only if it is necessary to the performance of their essential duties. Confidential information will only be released beyond that with the written consent of the member or when legally required.
17. Information received through the Criminal Records Check will only be used to determine if a member should be issued a membership.
18. Criminal Records Checks will be kept on the locked folder on the Canada Snowboard server. The Sport & System Development Manager and/or the Executive Director will determine who will have access to the locked information.
19. Canada Snowboard will take all reasonable steps to protect the confidentiality of personal information.
20. Canada Snowboard will retain Criminal Records Checks only as long as it remains relevant or is required by law. Personal information no longer required will be shredded.

Guidance

For interpretation or guidance on the application of this policy, please contact Canada Snowboard at info@canadasnowboard.ca. Any recommended changes or formal application of this policy resides under the authority of the Canada Snowboard Management Team.

Review and Approval

This policy will be reviewed every even numbered year by the Sport & System Development Team and then brought forward to the Canada Snowboard Management Team for approval. This policy was approved by Canada Snowboard's Management Team on the 1st day of October, 2018 and is therefore due for review and approval before the 1st day of October, 2020.