



MEMBERSHIP RECORD CHECK POLICY

POLICY STATEMENT:

This Policy applies to all individuals whose position with Snowboarding in Canada are one of trust or authority which may relate to, at a minimum, finances, supervision, young people, or people with a disability to provide a safe sport environment.

Policy Category:	Sport and System Development
Approval Authority:	Canada Snowboard Management Team
Department:	Sport and System Development
Approval Date:	October 15, 2018
Next Review Date:	October 31, 2019
Revision Date(s) Approval:	October 31, 2019
Related Policies:	Canada Snowboard Code of Conduct and Ethics CSCP Operational Manual CSCP Responsible Coaching Movement Officials Operation Manual Judges Operational Manual

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Record Check”* – A search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record and a search of local police information which includes additional conviction and non-conviction information that may include: outstanding charges, warrants, peace bonds and restraining orders, prohibitions, probation orders, interim release conditions, and recent convictions not yet listed in the RCMP National Repository
 - b) *“Vulnerable Sector Check (VSC)”* – a check that includes the search of the RCMP National Repository of Criminal Records and local police information but also includes a search of the Pardoned Sex Offender database
 - c) *“PTSA”* Provincial/Territorial Snowboard Association
 - d) *“Member”* A person with an active coach, official, judges, volunteer or athlete Canada Snowboard/PTSA Membership.
 - e) *“CS National Membership System”* – The registration and database portal used by CS to collect all Individual and Club Memberships, Sanction Requests and Event Registrations. As of July 1, 2019 Canada Snowboard, is partnering with Interpodia/SnowReg to deliver this system.
 - f) *“CAC”* – Canadian Association of Coaches.
 - g) *“CS”* – Canada Snowboard

Purpose

2. Snowboard Canada 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

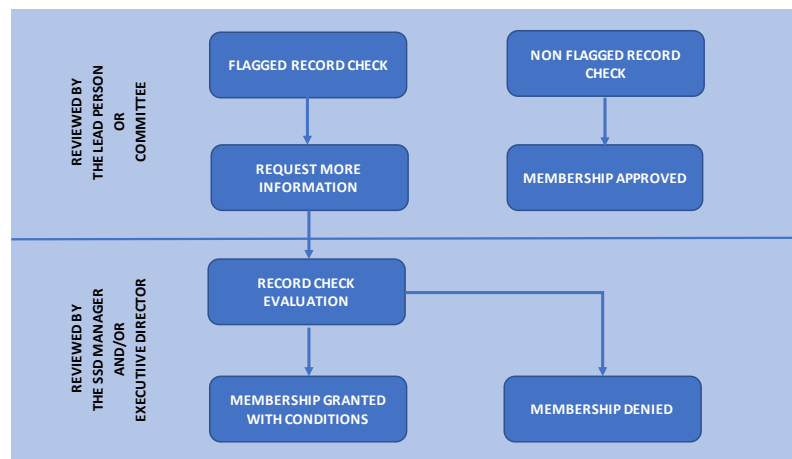


Scope and Application

3. Canada Snowboard Coaches, Judges and Officials.
4. Canada Snowboard and the PTSA's are equally responsible and accountable for the implementation of this policy.
5. The responsibility and accountability to obtain the Record Check and to provide a copy of it to Canada Snowboard/PTSA rests with the member.

Policy Details

6. All Canada Snowboard coaches, Officials and judges over the age of 18 (hereafter referred to as members) must obtain a Record Check.
7. The 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 Record Check through the Canadian Police Information Centre (CPIC). If you are requesting a Record Check through your local police service please also request a Vulnerable Sector Search (mandatory for all members born prior to February 28th, 1986).
8. In some jurisdictions the police authority may process a 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 the Sport and System Development Department at info@canadasnowboard.ca.
9. All members are required to submit a Record Check when purchasing an officials, judges or coaches membership, if over the age of 18 years old at the date of purchasing their membership.
10. The Record Check document must be uploaded to the membership application at the time of membership purchase. All membership applications will go into a 'manual hold' status until they are reviewed by a person designated the Sport and System Development Manager and/or the Executive Director.
11. For members who have requested a new Record Check, but not received it back at the time of purchasing/renewing their Canada Snowboard/PTSA membership, their membership will not be activated until the Record Check has been uploaded and reviewed.
12. Record Check Review Process:





13. Unacceptable behaviors identified on a Record Check may include, but are not limited to the following:
 - a) Sexual Offences, including pardoned sexual offenses;
 - b) Violent or threatening behaviour against children or adults;
 - c) Conduct against public morals such as prostitution;
 - d) Substance or chemical abuse;
 - e) Violation of a position of trust including theft or fraud;
 - f) Criminal driving offenses, including but not limited to impaired driving.

14. Relevant Offenses:
 - a) Provided a pardon has not been granted, the following examples are considered to be relevant offenses:
 - b) 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 for trafficking and/or possession of drugs and/or narcotics;
 - iii. Any offense involving conduct against public morals.
 - c) If imposed in the last ten years:
 - i. Any crime of violence including but not limited to, all forms of assault;
 - ii. Any offense involving a minor or minors.
 - d) If imposed at any time:
 - i. Any offense involving the possession, distribution, or sale of any child-related pornography;
 - ii. Any sexual offense;
 - iii. Any offense involving theft or fraud.

15. Canada Snowboard will not issue a membership to a person whose 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.

16. Members whose Record Check shows a criminal conviction will be provided with the opportunity to discuss the information revealed in their Record Check with the Sport and System Development Manager and/or the Executive Director.

17. Consideration will be given to the following:
 - a) The nature of the offence for which the applicant was convicted (details including how long ago it took place);
 - b) Relevance to the position (is it a bona fide requirement because of the nature of the position);
 - c) Efforts made at rehabilitation (if any);
 - d) Achievements of the applicant since receiving the conviction.

18. An individual whose Record Check 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.

19. Once a membership has been issued, a Record Check will be required every three (3) years. Canada Snowboard may request a current Record Check if there are reasonable grounds to



believe that the Record Check is no longer accurate, or the coaching license is not renewed yearly.

20. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, members are required to submit:
 - a) A Record Check every three years for members that remain in Good Standing;
 - b) A Screening Disclosure Form every year if conditions have been placed on the membership;
 - c) A Vulnerable Sector Check, if requested.
21. Members will not commence work until their Record Check is reviewed by the person or committee designated. If there is a delay in receipt of the Record Check from the member, and if the member absolutely must start work prior to such receipt, the membership is conditional on the receipt of the Record Check and subject to current policies.
22. 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.
23. Canada Snowboard will safeguard the confidentiality of Records Checks and will comply with all privacy legislation and requirements set out in the Canada Snowboard Code of Conduct and Ethics.
24. 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.
25. Information received through the Record Check will only be used to determine if a member should be issued a membership.
26. Record Checks will be kept on the Canada Snowboard Membership System 'SnowReg' and in some cases in a 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.
27. Canada Snowboard will take all reasonable steps to protect the confidentiality of personal information.
28. Canada Snowboard will retain Record Checks only as long as it remains relevant or is required by law. Personal information no longer required will be shredded.
29. 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.
30. 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.