

***Purpose***

Manitoba Blind Sports Association (MBSA) understands that screening coaches is a vital part of providing a safe sporting environment. MBSA 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 MBSA 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 MBSA.

***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 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 supervision (e.g., community-based coaches). There is no travel involved and no opportunity to be alone with an athlete.

**Background Checks**

Coaches are required to obtain any of the following types of Background Checks:

- Criminal Record Check (CRC)
- Police Information Check (PIC)
- Enhanced Police Information Check (E-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.

Instead of obtaining a CRC-PIC, MBSA recommends that coaches obtain an Enhanced Police Information Check (E-PIC) from Sterling Backcheck. There is a \$25 fee for obtaining the E-PIC but the results of the E-PIC are returned within 48 hours. Coaches may also provide a Vulnerable Sector Check (VSC) in place of an E-PIC.

Finally, coaches who have obtained a CRC-PIC or E-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**).

### **Child Abuse Registry**

Coaches are required to obtain a Child Abuse Registry Check (CARC) if working with youth under the age of 18 and deemed to be either High or Medium level of risk. The Child Abuse Registry is designed to identify and register known child abusers. Individuals on this registry have been found guilty of an offense involving the abuse of children and/or the Child Abuse Committee has determined the individual has abused a child.

Manitoba Blind Sports Association has its own "CARC Forms" that coaches must use to submit a Child Abuse Registry Check free of charge. Alternate forms will not be accepted (unless at the discretion of MBSA). Results of a CARC may take up to six weeks.

### **Screening Matrix**

MBSA 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.

<b>Coach Role</b>	<b>Level of Risk</b>	<b>Screening Requirements</b>	<b>Frequency of Requirements</b>
6-week community coach	Low	Respect in Sport & Rule of Two Screening Disclosure form annually	N/A
Community coach/instructor	Medium	Respect in Sport, Rule of Two Background Check: CRC-PIC, E-PIC <u>or</u> VSC	Background Check: Every five years Screening Disclosure form annually
Competition coach	High	Respect in Sport, Rule of Two Background Check: CRC-PIC, E-PIC <u>or</u> VSC	Background Check: Every five years CARC: Every five years Screening Disclosure form annually
Performance coach	High	Respect in Sport, Rule of Two Background Check: CRC-PIC <u>or</u> E-PIC + CARC	Background Check: Every five years CARC: Every five years Screening Disclosure form annually
Professional coach	High	Respect in Sport, Rule of Two Background Check: CRC-PIC <u>or</u> E-PIC + CARC	Background Check: Every five years CARC: Every five years Screening Disclosure form annually

**Coaches under 18 years of age-** for anyone under the age of 18 who is considered a coach, they will not need a Criminal Background Check nor a Child Abuse Registry check. They will need reference checks, Respect in Sport, Rule of 2 training and are never to be left alone with an athlete.

Rejection and Appeal

MBSA reserves the right to reject the participation of any coach whose screening results reveal previous criminal activity. However, the coach’s rejection may be appealed to MBSA’s Appeal Committee (which consists of a PSO representative, member of the MBSA Board of Directors, and past or present MBSA staff member). When determining whether to accept or deny the appeal, the Committee will consider the relevance of the infraction, efforts at rehabilitation, and the date of the infraction.



**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 Offense: \_\_\_\_\_

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 Offense or Finding: \_\_\_\_\_

Year of Offense 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 Offense:

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Name and Independent Body:

----- Year Convicted: -----

Penalty or Punishment Imposed:

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Further Explanation:

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**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 MBSA 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. MBSA does not distribute personal information for commercial purposes.***

## **Appendix B – Coach Roles**

### **Low Risk**

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#### **6-week Community Club Coach**

These coaches are never alone with an athlete and have 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**

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#### **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**

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#### **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. They are Members of a PSO.

#### **Performance Coach**

These are coaches who work with elite club programs or provincial team 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.