



## Regina Ski Club Criminal Record Check Policy

### Background:

Regina Ski Club operates racing and instruction programs for vulnerable people, including youth. The club wishes to ensure that any risk to vulnerable people is minimized and recognizes that, while risk is small, there is risk of abuse of vulnerable people. One method to reduce that risk is by requiring people in positions of authority with youth or other vulnerable athletes to have criminal record checks to ensure there is no prior history of abuse. Doing so also provides some protection to the club in case of an incident, as it is one step in due diligence to ensure protection, along with other steps like ensuring there are always at least 2 adults present.

Cross Country Saskatchewan's Vulnerable Sector Check Policy requires that *"All coaches, assistant coaches, trainers and managers will agree to undergo a criminal record check utilizing the appropriate process. For Sask and Canada Games, mission staff are to be included in the checks."* The policy requires criminal record checks every 6 months to 2 years. Member clubs are required to affirm that they are aligned with this policy.

While the intent of the policy is clear, details such as who should see a Criminal Record Check are left to the club.

Alpine Canada requires all coaches have a criminal record check and has a national process where criminal record checks are done at the national level before a coaching license is issued. Regina Ski Club coaches in our Alpine Racing Team are therefore already having criminal record checks done.

Criminal record checks are personal information and should be kept confidential, being shared only as they directly apply to club concerns.

As Biathlon is an affiliated club, but must also comply with the RSC Policy as directed by SaskSport and initiated also by Biathlon Saskatchewan for all clubs in Sask. The Regina Biathlon Club has a number of cadet program athletes and leaders/coaches. The cadet Program already complies with a detailed national Criminal Records Check process.

Confidentiality of young offenders) is protected by law, so criminal records of people under the age of 18 will not reveal any records.

**Intent:**

This policy will ensure all coaches, trainers and managers in Regina Ski Club programs obtain criminal record checks and establish the procedure for obtaining and reviewing the criminal record checks, while maintaining confidentiality around the personal information.

**Policy:****Requirement for Criminal Record Checks**

1. All coaches, managers and trainers, whether volunteer or paid, as well as any others considered to be in positions of authority over vulnerable people, will be required to obtain a criminal record check and present it to Regina Ski Club for review.
  - a. Any persons who are already having criminal record checks done by another process, such as the Alpine Canada process or the Cadet process, are exempt from this requirement.
  - b. Persons under 18 years of age are exempt from this policy.
2. No one may act as a coach, manager or trainer with youth or other vulnerable people unless they have submitted a criminal record check and been approved by the review process set out in this policy.
3. A criminal record check will be valid for 2 years, after which a new one must be obtained.
4. The term “vulnerable persons” means persons who, because of their age, disability or other circumstances, whether temporary or permanent are:
  - a. in a position of dependence on others; or
  - b. otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

**Review Process**

5. The coach, manager or trainer must obtain the criminal record check and present it to the Board Member or alternate designated person for the program area, hereinafter referred to as the Responsible Director.
6. The Responsible Director will share the criminal record check with a second designated responsible person. The second designated responsible person must either be a board member of Regina Ski Club or a board member of Regina Alpine Racing team or Regina Biathlon Club. These two people are hereinafter referred to as the Responsible Persons.
7. The Responsible Persons shall review the criminal record check to determine if there is any record that indicates a potential risk to vulnerable people.
  - a. If there is a criminal record, the Responsible Persons will advise the Club President so a third Board member is involved and may discuss the record with the person who submitted the criminal record check to gain more information.

- b. The Responsible Persons and President will, when reviewing a criminal record and deciding on action, always place protection of youth and other vulnerable people as the highest priority consideration.
  - c. The Responsible Persons and President will consider that some criminal convictions may not indicate a current threat.
  - d. If there is a record that indicates a risk to children or other vulnerable persons, the Responsible Persons and President may advise the person that, we appreciate their desire to help, but given the history the club cannot take the risk of having them in a position of authority over vulnerable people.
  - e. If there is a criminal record that the Responsible Persons and President conclude does not preclude participation, they may impose some restrictions on the person, such as not handling money.
8. The Responsible Director will report to the Board a list of people who have submitted criminal record checks and have been approved by the Responsible Persons.
- a. The report will identify the second Responsible Person and affirm that both Responsible Persons have reviewed the criminal record checks.
  - b. If the report has been shared with the President, the report will indicate this, but not indicate why.
  - c. The report will be filed with club minutes and so become a record showing the criminal record checks were done and that due process was followed.
9. If a person is precluded from a position because of a criminal record check, the Responsible Board Member will report to the Board that a potential volunteer withdrew or was denied after review of a criminal record check. The person will not be named, and the minutes will show only that the review process led to withdrawal or denial of a potential volunteer.
10. The Responsible Board member will also report to the Board on any coaches, managers or trainers who have not yet filed criminal record checks and these coaches, managers and trainers will not be allowed to continue in their functions until the criminal record check is obtained. A reasonable phase in time will be allowed in 2018-19 as this policy takes effect.
11. Once it has been reviewed by the Responsible Persons, the criminal record check will be returned to the coach, manager or trainer.

### **Confidentiality**

12. The Responsible Persons and President will treat the criminal record check as a confidential document and will not share it with any other person, except under circumstances set out in section 13.
13. The club will only share a criminal record check beyond the three people mentioned in the preceding sections if felt necessary to ensure protection of vulnerable people in this club or another sport or culture group. In that case the person who submitted the criminal record check would be advised of the club's concern and that the information from the criminal record check would be shared, and after that warning, if the behaviour of concern continues, information would be shared with coaches, or another club as deemed necessary to ensure

protection of vulnerable people. Examples of circumstances where such action might be necessary could include:

- a. Learning that the person was now coaching with another sports group;
- b. The person, in spite of not being a coach, continued to attend training sessions and act like a coach.

**Implementation:**

1. The Responsible Director is responsible to advise coaches, managers or trainers that a criminal record check is required, that it is required as part of our commitment to ensure a safe learning environment in all our programs, and the time frame by which it must be submitted.
2. The Responsible Director will provide a letter to the police advising that the individual named wishes to serve as a volunteer coach, manager or trainer with Regina Ski Club and that the club policy requires a criminal record check before they can serve in this position (Sample letter attached to policy).
3. It is the responsibility of the coach, manager or trainer to obtain a criminal record check from Regina Police Service and provide it to the Responsible Director for their program area.
  - a. For people who live in Regina, criminal record checks can be obtained at the police station between 8:00 and 4:30, Monday to Friday and currently (2018) cost \$10.00 for volunteers.
  - b. People living outside Regina will need to contact their local police service.
  - c. Two pieces of information, at least one of which shows date of birth and at least one of which is a photo identification, are required.
  - d. The letter from Regina Ski Club indicating the individual is serving as a volunteer, which is required in order to receive the \$10.00 volunteer rate.
4. Regina Ski Club will reimburse the coach, manager or trainer for the cost of the criminal record check.
5. After the review is completed the Responsible Director will return the criminal record check.



**Box 551 Regina SK  
S4P 3A3**

Regina Police Service  
Box 196  
Regina Saskatchewan  
S4P 2Z8

Date

Dear Sir/Madam:

Regina Ski Club is a volunteer organization whose mission is to create opportunities for recreational and competitive skiing and snowboarding by promoting lifelong winter sport participation, fun and social interaction. We offer a number of programs to youth and other vulnerable people. As part of our efforts to protect vulnerable people, the club requires that all coaches and others serving in positions of authority with vulnerable people obtain criminal record checks.

**Insert Name of Volunteer** has agreed to serve as a volunteer (**Name position**) for Regina Ski Club in our (**Name program**) program. I am therefore requesting a criminal record check for this volunteer.

Thank you,

Name and Position in club