

# KARATE ALBERTA Screening Policy

Approved July 6, 2021

Associated Documents:

Disclosure Form

Discipline and Complaints Policy

## Definitions

The following terms have these meanings in this Policy:

Enhanced Police Information Check (E-PIC) – 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

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

COACH – A person who coaches athletes for a program of KARATE ALBERTA, the word Coach will also refer to “Instructor” or “Sensei/Sempai”, example in a member club.

KARATE ALBERTA (KA) – Legally known as Karate Alberta Association

## Preamble

KARATE ALBERTA 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.

## Application of this Policy

This Policy applies to all individuals whose position with KARATE ALBERTA is one of trust or authority which may relate to, at a minimum, finances, supervision, young people, or people with a disability.

Not all individuals associated with KARATE ALBERTA will be required to obtain an E-PIC, a VSC, or submit a Screening Disclosure Form because not all positions pose a risk of harm to KARATE ALBERTA, its clubs, or to its participants. KARATE ALBERTA will determine which individuals will be subject to screening Background Screening Matrix using the following guidelines (variations from the guidelines are at the sole discretion of KARATE ALBERTA):

Level 1 – Low Risk - Individuals involved in low-risk assignments who are not in a supervisory role, not directing others, not involved with financial/cash management, and/or do not have access to minors or people with a disability.

Examples: Parents, youth, or volunteers who are helping on a non-regular informal basis

Level 2 – Medium Risk – Individuals involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with financial/cash management, and/or who may have limited access to minors or people with a disability.

Examples: Assistant COACH or managers/trainers of a club, Athlete support personnel, Assistant COACH who are typically under the supervision of another COACH, Officials and Referees

Level 3 – High Risk – Individuals involved in high-risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with financial/cash management, and who have access to minors or people with a disability.

Examples: Head COACH who travel with athletes, COACH who could be alone with athletes

## Policy

It is KARATE ALBERTA's policy that:

Level 1 individuals will:

Sign a form indicating that the individual has read and understands KARATE ALBERTA policies and procedures, if requested.

Participate in orientation relative to volunteer position as determined by KARATE ALBERTA and/or their respective karate club, if requested.

Level 2 individuals will:

Complete an E-PIC at the club level, if requested

Complete a Screening Discloser at the club level, if requested

Sign a form indicating that the individual has read and understands KARATE ALBERTA policies and procedures, if requested.

Participate in orientation relative to volunteer position as determined by KARATE ALBERTA, if requested.

Provide a 5 year driver's abstract, if requested

Level 3 individuals will:

At the discretion of KARATE ALBERTA obtain a VSC

Provide an E-PIC

Complete a screening Disclosure Form

Sign a form indicating that the individual has read and understands KARATE ALBERTA policies and procedures, if requested.

Participate in orientation relative to volunteer position as determined by KARATE ALBERTA and/or their respective karate club, if requested.

Provide a 5 year driver's abstract, if requested



KARATE ALBERTA may, at any time, require an individual at any Level to obtain a VSC.

Failure to participate in the screening process as outlined in this policy will result in the individual's ineligibility for membership or roles within KARATE ALBERTA.

If an individual subsequently receives a conviction for, or is found guilty of, an offense the individual will report this circumstance immediately to KARATE ALBERTA.

If an individual provides falsified or misleading information, the individual will immediately be suspended and may be subject to further discipline in accordance with KARATE ALBERTA Discipline and Complaints Policy.

Responsible Coaching Movement - Background Screening Matrix

	Level 1 - "Low Risk Positions"			Level 2 - "Medium Risk Positions"			Level 3 - "High Risk Positions"		
	Non-Volunteer Parents	Youth Volunteers	Occasional Volunteers	Assistant Coaches	Volunteer Head Coaches	Directors	Paid Head Coaches	Travel Team Coaches	Team Managers
Application Form		✓	✓	✓	✓	✓	✓	✓	✓
One Letter of Reference		✓	✓	✓	✓	✓			
Two Letters of Reference							✓	✓	✓
Position Briefing / Orientation	✓	✓	✓	✓	✓	✓	✓	✓	✓
Driver's Abstract (if requested)				✓	✓	✓	✓	✓	
Screening Disclosure Form		✓	✓	✓	✓	✓	✓	✓	✓
Criminal Record Check (E-PIC)				✓	✓	✓	✓	✓	✓
Vulnerable Sector Verification (VSV)							✓	✓	
	Level 1 - "Low Risk" - Individuals involved in low risk assignments are not in a supervisory role, not directing others, not involved with financial/cash management, and/or do not have access to minors or people with a disability.			Level 2 - "Medium Risk" - Individuals involved in medium risk assignments may be in a supervisory role, may direct others, may be involved with financial/cash management, and/or who may have limited access to minors or people with a disability.			Level 3 - "High Risk" - Individuals involved in high risk assignments occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with financial/cash management, and have access to minors or people with a disability.		

## Implementation of Policy

The implementation of this policy is the responsibility of KARATE ALBERTA Screening Officer and/or the Dispute Resolution Committee.

The Screening Officer and/or the Dispute Resolution Committee will carry out its duties, in accordance to this policy.

The Screening Officer is responsible for reviewing all E-PICs, VSCs, Driver's abstracts and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions or instructing in clubs within KARATE ALBERTA. In carrying out its duties, the Screening Officer may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.

## How to Obtain an E-PIC or Vulnerable Sector Check

myBackCheck.com offers the E-PIC to individuals. An E-PIC may be obtained from the following link: <https://mybackcheck.com> Fees may also be required.

Individuals may only obtain a VSC by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.

## Procedure

Unless the Screening Officer, on a case-by-case basis, modifies the submission requirements, individuals are required to submit:

- An E-PIC every three years, or if requested
- A Screening Disclosure Form every year, if requested
- A Vulnerable Sector Check every three years, if requested

The Screening Officer may request that an individual provide an E-PIC, VSC or a Screening Disclosure Form for review and consideration at any time. Such request will be in writing and reasons will be provided for such a request.

The Screening requirements defined in this policy will be submitted to KARATE ALBERTA via one of three methods:

A designated club representative will verify that he/she has seen the individual's Police Information Check AND Screening Disclosure Form and submit the completion dates for

the forms. KARATE ALBERTA may request a copy of the Screening documents at any time.

Sent via mail or email to KARATE ALBERTA head office marked "Confidential".

Individuals who do not undertake the screening requirements required by this policy will receive a notice to that effect and will be informed that their membership will not proceed until such time as the screening requirements are followed.

Following the review of documents for offenses, the Screening Officer will decide:

The individual has passed screening and may participate in the desired position;

The individual has passed screening and may participate in the desired position with conditions;

The individual has not passed screening and may not participate in the desired position;  
or

More information is required from the individual.

### Conditions and Monitoring

The Screening Officer may determine that incidents revealed on an individual's screening documents (not including incidents defined as 'Criminal Convictions' or 'Offenses', below) may allow the individual to pass the screening process and participate in a desired position with conditions imposed. The Screening Officer may apply and remove conditions at its discretion and will determine the means by which adherence to conditions may be monitored.

### Offenses

Provided a pardon has not been granted, the following examples are considered to be 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 described in the 'Criminal Convictions' section of this Policy

### Records

All records will be maintained by the KARATE ALBERTA in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal, or disciplinary proceedings.

The records kept by the KARATE ALBERTA or member club as part of the screening process include but are not limited to:

- An individual's Vulnerable Sector Check
- An individual's E-PIC (for a period of three years)
- An individual's Screening Disclosure Form (annually)
- An individual's Driver's abstract

Records of any conditions attached to an individual's registration by the Screening Officer.

Records of any discipline applied to any individual by the KARATE ALBERTA

## Criminal Convictions

An individual's conviction for any of the following Criminal Code offenses may result in suspension or expulsion from the KARATE ALBERTA including member clubs, competitions, programs, activities and events upon the sole discretion of the KARATE ALBERTA:

Any offense of physical or psychological violence

Any crime of violence including but not limited to, all forms of assault

Any offense involving trafficking of illegal drugs

Any offense involving the possession, distribution, or sale of any child-related pornography

Any sexual offense

Any offense involving theft or fraud