



Alberta Rugby Union

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Alberta Rugby Union
Screening Policy

Effective Date: October 1, 2018
Board Approved: November 10, 2018





1. Definitions

The following terms have these meanings in this Policy:

- a) “*Driver’s Abstract*” – A record of impaired charges, status of license, convictions, suspensions, and prohibitions
- b) “*Enhanced Police Information Check (E-PIC)*” – A search of local police and the RCMP criminal records databases to determine whether the individual has a criminal record
- c) “*Vulnerable Sector Verification (VSV)*” – For individuals who are coaching in a vulnerable sector (such as with minor athletes or with persons with a disability), which also searches for the existence of any pardoned sex offenses and/or charges

2. Purpose

Rugby Alberta understands that screening coaches and volunteers is a vital part of providing a safe sporting environment. Rugby Alberta is responsible, by law, 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 Rugby Alberta’s activities who may pose a risk to Rugby Alberta and its participants.

3. Application

Rugby Alberta will determine which individuals will be subject to screening using the following guidelines:

Category 1 – Low Risk – Coaches involved in low risk coaching assignments who are not in a supervisory role, not directing others, and/or do not have access to minors or people with a disability. Examples:

- a) Parents, youth, or volunteers who are assisting on a non-regular informal basis
- b) Older athletes hosting or participating in training sessions or workshops

Category 2 – Medium Risk – Coaches involved in medium risk assignments who may be in a supervisory role, may direct others, and/or who may have limited access to minors or people with a disability. Examples:

- a) Assistant coaches or volunteer head coaches of a club
- b) Coaches who are typically under the supervision of another coach





Category 3 – High Risk – Coaches involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, and who have access to minors or people with a disability. Examples:

- a) Full time coaches
- b) Coaches or volunteers who travel with athletes
- c) Coaches or volunteers who could be alone with athletes

4. Policy Statement

It is Rugby Alberta's policy that:

- a) Category 1 coaches and volunteers will:
 - i. Complete a Screening Disclosure Form
 - ii. Provide one letter of reference related to the position
 - iii. Participate in orientation as determined by Rugby Alberta (Making Ethical Decisions Module, NCCP)
- b) Category 2 coaches and volunteers will:
 - i. Complete and provide an E-PIC¹ upon being retained by Rugby Alberta for the first time
 - ii. Complete a Screening Disclosure Form
 - iii. Complete an Application Form indicating that the individual has read and understands Rugby Alberta's policies and procedures
 - iv. Provide one letter of reference related to the position
 - v. Participate in orientation as determined by Rugby Alberta
 - vi. Provide a Driver's Abstract, if requested
- c) Category 3 coaches and volunteers will:
 - i. Complete and provide an E-PIC upon being retained by Rugby Alberta for the first time and annually
 - ii. Complete a Screening Disclosure Form
 - iii. Complete an Application Form indicating that the individual has read and understands Rugby Alberta's policies and procedures
 - iv. Provide two letters of reference related to the position sought
 - v. Participate in orientation as determined by Rugby Alberta (MED)
 - vi. Provide a Vulnerable Sectors Verification (VSV), if requested
 - vii. Provide a Driver's Abstract, if requested

¹ Enhanced Police Information Check





- d) Failure to participate in the screening process as outlined in this policy will result in the individual's ineligibility for the position sought.
- e) When the Screening Committee is of the opinion that, notwithstanding a conviction, a person can coach within Rugby Alberta without adversely affecting the safety of Rugby Alberta, any individual, athlete or member of Rugby Alberta through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve that coach's participation.
- f) If a coach subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to Rugby Alberta.
- g) If a coach provides falsified or misleading information, the coach will immediately be removed from their position and may be subject to further discipline in accordance with Rugby Alberta's policies

5. Policy Implementation

- a. The implementation of this policy is the responsibility of Rugby Alberta's Screening Committee which is a committee of three (3) to five (5) individuals appointed by Rugby Alberta. Rugby Alberta will ensure that the individuals appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess E-PICs, VSVs, and Screening Disclosure Forms and render decisions under this Policy. Quorum for the Screening Committee is three committee members.
- b. Rugby Alberta may remove any member of the Screening Committee. When a position on the Screening Committee becomes vacant, either because a member has been removed or because a member has resigned, Rugby Alberta will appoint a replacement member.
- c. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.
- d. The Screening Committee is responsible for reviewing all E-PICs, VSVs, and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of coaches filling positions within Rugby Alberta. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.



- e. The Screening Committee will review all submitted documents and determine if the coach has committed a relevant offense.
- f. Subsequent to its' review, the Screening Committee, by majority vote, will:
 - a) Approve the coach's participation; or
 - b) Deny the coach's participation; or
 - c) Approve a coach's participation subject to terms and conditions as the Screening Committee deems appropriate
- g. If a coach's documents do not reveal a relevant offense, the Screening Committee will advise that the coach is eligible. If an individual's documents reveal a relevant offense, the Screening Committee will render its decision and provide notice of its decision.
- h. E-PICs and VSVs are valid for a period of 2 years and Screening Disclosure Forms must be completed on an annual basis. However, the Screening Committee may request that an individual provide an E-PIC, VSV, 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.
- i. Documents should not be stored in paper or electronic format; they should be destroyed or returned to the originator immediately upon processing. A note should be placed on the coach's file indicating date of receipt and whether the coach has been cleared based on the information provided on the Criminal Record Check.

6. Relevant Offenses

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

- a) 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
- b) 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





- c) 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

7. Records

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

8. Criminal Convictions

A coach's conviction for any of the following *Criminal Code* offenses may result in expulsion from the Rugby Alberta and/or removal from designated positions, competitions, programs, activities and events upon the sole discretion of Rugby Alberta:

- a) Any offense of physical or psychological violence
- b) Any crime of violence including but not limited to, all forms of assault
- c) Any offense involving trafficking of illegal drugs
- d) Any offense involving the possession, distribution, or sale of any child-related pornography
- e) Any sexual offense
- f) Any offense involving theft or fraud

