

## **Red River Nordic Ski and Biathlon Club**

### ***Background Check Policy***

#### **Introduction**

There is a public expectation that organizations that work with children are taking measures to protect them. In order to protect the children in the RRNSBC programs, the RRN community as a whole, and RRNSBC itself, the following Background Check Policy has been developed and implemented. The policy is required to assess the reliability and fitness of an individual for appointment to, or continuation in, a designated position of trust and/or authority with children within RRNSBC.

#### **Individuals Affected**

At a minimum, all coaches and chaperons, as well as any volunteers acting in positions of trust and/or authority with children under the age of 18 are required to provide the appropriate checks. The Board may require checks to be supplied by other individuals as it deems necessary. The Board may also decide to exempt an individual from a Background Check in light of particular circumstances.

Failure to provide the required checks will disqualify an individual from consideration for appointment to, or continuation in, a designated position within RRNSBC.

#### **Description**

The Background Check is a highly confidential investigation into an individual's record of crime or child abuse. The Background Check involves: a) a Child Abuse Registry check, b) a Criminal Records Check, and c) an obligation to self-disclosure.

#### ***a) Child Abuse Registry Check<sup>1</sup>***

All individuals above the age of 14 who will be acting in a position of trust and/or authority with children under the age of 18 are required to submit a Child Abuse Registry check.

Any individual on the Child Abuse Registry will be denied appointment to, or continuation in, a designated position within RRNSBC.

#### ***b) Criminal Records Check<sup>2</sup>***

All individuals aged 18 and over who will be acting in a position of trust and/or authority with children under the age of 18 are required to submit a Criminal Records Check (with Vulnerable Sector consent).

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<sup>1</sup> The Child Abuse Registry contains the names of individuals, 12 years old and older. The individuals in the Child Abuse Registry may, or may not, have been convicted of Child Abuse by the courts. There is a \$10 fee for the Child Abuse Registry check, though volunteers are exempt from this fee.

<sup>2</sup> Residents of Winnipeg should apply for a Criminal Record check with the Winnipeg Police Service (\$30.50 in 2008). Individuals residing outside of Winnipeg should apply for a Criminal Record check with the RCMP (\$25.00 in 2008).

A criminal conviction will not necessarily result in the denial of appointment to, or continuation in, a designated position. The suitability of an individual with a criminal record will be reviewed by a sub-committee of the RRNSBC Board to determine the implications of the conviction in view of the role to be played by the individual within RRNSBC.

### ***c) Self-Disclosure***

All individuals who have provided a Child Abuse Registry Check and/or a Criminal Records Check are obliged to provide, in writing, disclosure of any change in their status in regards to either of these checks. Failure to report any change in their status will result in the disqualification of the individual.

Listing on the Child Abuse Registry will result in dismissal.

A change in an individual's criminal status will not necessarily result in dismissal from their designated position. An individual's change in criminal status will be reviewed by a sub-committee of the RRNSBC Board to determine the implications of the change of status in view of the role to be played by the individual within RRNSBC.

### **Costs**

Individuals will be responsible for obtaining and supplying the required checks. Individuals entering into employment with RRNSBC (salaried or contractual) will be responsible for all costs. Individuals who will be acting in a volunteer capacity will be reimbursed the cost of the checks.

### **Renewal**

Background checks are required of all individuals undertaking a designated position of trust and/or authority with the RRNSBC upon their initial entry into the position. Further checks are not required as long as the individual is in continuous service with the club.

### **Contact information**

*Child Abuse Registry*

[http://www.gov.mb.ca/fs/childfam/child\\_abuse\\_registry.html#8](http://www.gov.mb.ca/fs/childfam/child_abuse_registry.html#8)

*Winnipeg Police Service – Criminal Records Check*

[http://www.winnipeg.ca/police/BPR/info\\_request.stm#crim\\_record\\_search](http://www.winnipeg.ca/police/BPR/info_request.stm#crim_record_search)

*RCMP – Criminal Records Check*

[http://www.rcmp.ca/crimrec/finger2\\_e.htm](http://www.rcmp.ca/crimrec/finger2_e.htm)