

# Screening Policy for Coaches



**October 13, 2017**

# SCREENING POLICY FOR COACHES

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**“Organization” refers to: Judo Canada**

## Definitions

1. 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) *“Organization”* – Judo Canada.
  - d) *“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.

## Purpose

2. Judo Canada understands that screening coaches is a vital part of providing a safe sporting environment. Judo Canada 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 Judo Canada’s activities who may pose a risk to the Organization and its participants.

## Application of this Policy

3. The following coaches are subject to screening:
  - a) Full time coaches.
  - b) NCCP trained or certified Competition Development Coaches.
  - c) NCCP trained Instructors.
  - d) NCCP trained Assistants who are 18 years old and older.
  - e) Community instructors.

## Policy

4. It is Judo Canada Policy that:
  - a) All coaches subjected to the screening requirements will:
    - a. Complete and provide a E-PIC upon being retained by or participating in a program, activity or event of the Organization for the first time;
    - b. Complete and provide a E-PIC to Judo Canada for the first time and every third year after;
    - c. Complete a Screening Disclosure Form;
    - d. Complete an application form indicating that the coach read and understands this policy; and
    - e. Participate in orientation provided via the NCCP or as determined by Judo Canada or the Coaching Association of Canada.
  - b) Failure to participate in the screening process as outlined in this policy will result in the individual’s ineligibility for the position or participation sought.
  - c) When the Screening Committee believes, notwithstanding a conviction, a person can coach within the Organization without adversely affecting the safety of the Organization, any individual, athlete or member of the Organization through the imposition of such terms and

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conditions as are deemed appropriate, the Screening Committee may approve that coach's participation.

- d) If a coach subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Organization.
- e) If a coach provides falsified or misleading information, the coach will immediately be removed from their position and prohibited from participation, and may be subject to further discipline in accordance with the Organization's policies.

### Screening Committee

- 5. The implementation of this policy is the responsibility of the Judo Canada's Screening Committee which is a committee of three (3) to five (5) individuals appointed by Judo Canada. Judo Canada will ensure that the individuals appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess E-PICs and Screening Disclosure Forms, and to render decisions under this Policy. Quorum for the Screening Committee is three committee members.
- 6. Judo Canada 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, Judo Canada will appoint a replacement member.
- 7. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.
- 8. The Organization is responsible for reviewing all E-PICs and Screening Disclosure Forms. The Screening Committee, based on issues identified in such reviews, is responsible for making decisions in identified cases regarding the appropriateness of coaches filling positions within the Organization. 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.

### Procedure

- 9. E-PICs may be obtained via Sterling Back Check <https://www.sterlingtalentsolutions.ca/landing-pages/j/judo-canada/> or other currently acceptable local/regional procedure.
- 10. VSVs may be obtained by via Sterling Back Check <https://www.sterlingtalentsolutions.ca/landing-pages/j/judo-canada/> or other currently acceptable local/regional procedure.
- 11. The Screening requirements defined in this policy will be submitted to Judo Canada in an envelope marked "Confidential" at the following address:

INS-Q – Att: Judo Canada Sport Director  
4141 avenue Pierre-De Coubertin  
Montréal, QC  
H1V 3N7

- 12. If required, Judo Canada will provide a letter confirming the potential position within the Organization.

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13. The Screening Committee will review all submitted documents and determine if they reveal a relevant offense committed by the coach.
14. 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
15. 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.
16. An E-PIC is valid for a period of three (3) 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, a 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.
17. 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 in the documents provided.

### Relevant Offenses

18. 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

### Records

19. All records will be maintained 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.

### Criminal Convictions

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

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- 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

*Approved by Board on October 13, 2017*