

Policies and Procedures

Rhythmic Gymnastics Alberta

Section 1. Screening Policy

Policy Number: [Click here to enter text.](#)

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1.1 OVERVIEW

1.1.1 Intent (Purpose)

- 1.1.1.1 Screening of staff, leaders and volunteers is an important part of providing a safe environment for RGA to provide programs and services to youth and people with disabilities.
- 1.1.1.2 The purpose of screening is to identify individuals within RGA who pose a risk to children, youth and people with disabilities.

1.1.2 Accountability

- 1.1.2.1 RGA is obligated to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. RGA takes very seriously, and is committed to, fulfilling the duty of care it owes to its Members.
- 1.1.2.2 Not all individuals affiliated with RGA will be required to undergo screening through a Police Records Check ("PRC"), as not all positions pose a risk of harm to RGA or its Members.

1.1.3 Screening policy

- 1.1.3.1 Persons who will be subject to screening through a PRC are those who work closely with minor athletes, athletes with a disability and/or who occupy positions of trust and authority within RGA programs. Such 'designated positions' include:
 - a) all individuals in paid staff positions; and
 - b) all persons affiliated with Member Clubs, whether paid or volunteer, including but not limited to, coaches, chaperones and drivers.
- 1.1.3.2 It is RGA's policy that:
 - a) the recruitment process for all 'designated positions' may involve:
 - requiring the candidate to complete an application form for the position;
 - interviewing the candidate for the position; and
 - checking a minimum of two references, one of which will be specific to working with children or youth.
 - b) PRCs will be mandatory for all persons in 'designated positions'. There will be no exceptions;
 - c) failure to participate in the PRC process as outlined in this policy will result in ineligibility for the 'designated position';
 - d) RGA will not knowingly fill a 'designated position' with a person who has a conviction for a 'relevant offence' as defined in this policy.

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- e) a person in a 'designated position' will be provided an orientation session that will explain performance expectations and provide the training necessary for satisfactory performance; and
- f) if a person in a 'designated position' subsequently receives a conviction for, or be found guilty of, a relevant offences, he/she will report this circumstance immediately to RGA.

1.1.4 Screening Committee

- 1.1.4.1 The implementation of this policy is the responsibility of the Screening Committee, a committee of one to three (1-3) Members appointed by the Board of Directors for a term of two years.
- 1.1.4.2 The Screening Committee will carry out its duties in an independent manner and at arms-length from the Board of Directors and the staff of RGA.
- 1.1.4.3 The Screening Committee is responsible for receiving and reviewing all PRCs and, based on such reviews, making decisions regarding the appropriateness of individuals occupying 'designated positions'.
- 1.1.4.4 The Screening Committee may approve an individual's participation in a 'designated position', may deny an individual's participation in a 'designated position' or may approve an individual's participation in a 'designated position' subject to terms and conditions as the Screening Committee deems appropriate.
- 1.1.4.5 In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants or volunteer screening specialists. The decisions of the Screening Committee are final and binding and may not be appealed.

1.1.5 Procedure

- 1.1.5.1 Each person subject to this policy will apply for and obtain a PRC at their local police detachment. If there is a charge to obtain the PRC, RGA will only reimburse permanent staff for such expense.
- 1.1.5.2 Each person subject to this policy will submit the original copy of their PRC to the Screening Committee, in confidence, to the Executive Directors in a sealed envelope marked 'Confidential'.
- 1.1.5.3 The Screening Committee will review all PRCs received and will determine whether the PRC reveals a relevant offence. The Screening Committee will render its decision in accordance to the *Screening Policy* and will notify the person and RGA of its decision in writing. The original copy of the PRC will be destroyed or returned to the person who supplied it.
- 1.1.5.4 PRCs are valid for a period of two years.
- 1.1.5.5 If a person has been screened and approved by a Member Club, RGA will confirm such approval and not require a second screening.

1.1.6 Relevant offences

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1.1.6.1 For the purposes of this policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:

- a) If imposed in the last five years:
 - any criminal offence involving the use of a motor vehicle, including but not limited to impaired driving; or
 - any violations for trafficking under the Controlled Drug and Substances Act.
- b) If imposed in the last ten years:
 - any crime of violence including but not limited to, all forms of assault; or
 - any criminal offence involving a minor or minors.
- c) If imposed at any time:
 - any criminal offence involving the possession, distribution, or sale of any child-related pornography;
 - any sexual offence involving a minor or minors; or
 - any offence involving fraud.

1.1.7 Records

1.1.7.1 The Screening Committee will not keep any copies of PRCs, but may keep written records of its communications with the persons submitting the PRC and with RGA. 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.

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