



MASRC SCREENING POLICY FOR ALL ATHLETE SUPPORT PERSONNEL

Screening Requirements for All Athlete Support Personnel

Purpose

The Manitoba Aboriginal Sports & Recreation Council (MASRC) recognizes that screening personnel is essential to creating a safe and secure environment for all participants. To ensure a positive and safe experience, the MASRC requires all athlete support personnel to complete the base screening process before participating in MASRC activities.

Who Are Athlete Support Personnel

Athlete Support Personnel include, but are not limited to:

- Coaches
- Officials
- Staff members
- Volunteers in supervisory or leadership roles
- Board members or directors

Policy Statement

Screening is an ongoing process conducted by the MASRC to identify individuals who may pose a risk to the organization or its participants.

Additional Screening Requirements

The MASRC may require additional screening or training for specific roles, at its discretion, based on the level of responsibility or risk associated with the position.

Application of Policy

1. Failure or refusal to complete the required screening before activities begin will result in automatic ineligibility to participate in MASRC activities.
2. This policy applies to all personnel in designated positions of authority, regardless of age.
3. Screening requirements may be updated periodically by the MASRC to reflect best practices and changes in legislation.





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Athlete Support Personnel Screening Policy

1. Purpose

The Manitoba Aboriginal Sports & Recreation Council (MASRC) is committed to protecting Athletes and Participants by ensuring that all Athlete Support Personnel are appropriately screened, trained, and monitored in accordance with:

- The Sport Manitoba Safe Sport Policy Manual (v1.2)
- *The Protecting Youth in Sports Act* (Manitoba)
- The Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS)

This Policy establishes mandatory screening requirements to reduce the risk of harm to participants, particularly youth, and to ensure that only suitable individuals are placed in positions of trust and authority.

2. Scope

This Policy applies to all individuals who hold positions of trust, authority, or supervision within MASRC programs, including but not limited to:

- Coaches (all levels)
- Assistant Coaches and Mentors
- Officials
- Athlete Support Personnel
- Staff, Volunteers, and Event Leaders
- Board Members and Directors

For the purposes of this Policy, all such individuals are considered Athlete Support Personnel (ASP).

3. Alignment with Safe Sport and Legislative Requirements

The MASRC formally adopts and incorporates by reference:

- The Sport Manitoba Safe Sport Policy Manual
- All Safe Sport screening minimum requirements





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- Applicable provisions of *The Protecting Youth in Sports Act* (Manitoba), including obligations related to safeguarding youth athletes and preventing maltreatment

Where inconsistencies exist, the higher standard of care and protection shall apply.

4. Risk-Based Screening Framework

MASRC utilizes a risk-based screening approach to determine the appropriate level of screening required for each role.

Risk is assessed based on:

- Degree of authority or power imbalance
- Frequency and nature of participant contact
- Level of access to vulnerable participants (including minors)
- Travel, supervision, and overnight responsibilities
- Opportunity for one-on-one interactions

Positions involving direct and unsupervised access to youth athletes will be classified as high risk and subject to enhanced screening requirements.

4. Minimum Screening Requirements

a) Required for All Athlete Support Personnel

- Screening Disclosure Form (completed annually)
- Criminal Record Check – every three (3) years
- Child Abuse Registry Check – every three (3) years
- Vulnerable Sector Check – every three (3) years
- Respect in Sport for Activity Leaders – every five (5) years
- Safe Sport Training – one time (or as updated/required)

b) Additional Training (Role-Based)

- Sport-specific NCCP Certification (as applicable)
- Making Ethical Decisions (MED)
- Aboriginal Coaching Modules (where applicable)
- Official-specific certification (for officials)





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The MASRC may require additional screening or training based on risk level or legislative updates

6. Screening Review and Decision-Making

The MASRC shall designate a Screening Committee or Screening Officer responsible for reviewing all screening materials.

All screening decisions shall be:

- Fair and impartial
- Trauma-informed
- Proportionate to the level of risk
- Consistent with principles of procedural fairness

Screening outcomes may include:

- Approval
- Conditional approval (with monitoring or restrictions)
- Role restrictions or reassignment
- Ineligibility

Individuals may be required to agree to conditions as a prerequisite for participation.

7. Disclosure Obligations

All Athlete Support Personnel have an ongoing obligation to immediately disclose:

- Any new criminal charges or convictions
- Any investigations related to child protection or maltreatment
- Any sport-related sanctions or eligibility restrictions
- Any findings or sanctions from the Independent Third Party (ITP), Sport Integrity Canada, or another sport organization

Failure to disclose may result in suspension, removal, or permanent ineligibility.





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8. Recognition of External Decisions and Sanctions

The MASRC will recognize and enforce all applicable external decisions, including:

- Independent Third Party (ITP) decisions
- Sport Integrity Canada sanctions
- Cross-organizational eligibility restrictions

An individual deemed ineligible in one sport organization may be deemed ineligible within the MASRC.

9. Compliance with Safeguarding and Legal Obligations

All Athlete Support Personnel must:

- Comply with all safeguarding requirements under MASRC policies and applicable law
- Adhere to supervision standards, including the Rule of Two
- Fulfill all mandatory reporting obligations under Manitoba law, including reporting suspected abuse or harm involving a minor

Failure to meet these obligations may result in immediate removal from duties and/or reporting to appropriate authorities.

10. Non-Compliance

Failure to complete, maintain, or comply with screening requirements will result in:

- Automatic ineligibility to participate in MASRC activities
- Immediate removal from role or duties
- Loss of insurance coverage, where applicable

No individual may assume or continue in a role requiring screening without meeting all requirements.





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11. Record Keeping and Confidentiality

The MASRC will ensure that all screening records:

- Are stored securely and confidentially
- Are accessed only by authorized individuals
- Are handled in accordance with applicable privacy legislation

Information collected will be used solely for the purpose of assessing suitability for participation.

12. Policy Review

This Policy will be reviewed:

- Every three (3) years
- Immediately following changes to Safe Sport requirements or applicable legislation, including *The Protecting Youth in Sports Act*

13. Position Risk Chart and Screening Requirements

The MASRC will maintain a Position Risk Chart outlining:

- Risk classification for each role
- Applicable screening requirements
- Required training and certification

This chart forms part of this Policy and will be updated as needed.





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Athlete Support Personnel Position Risk Chart

Role / Position	Description of Responsibilities	Risk Level	Screening & Training Requirements
Coach	Provides instruction, guidance, and supervision of athletes	High	SDF, CRC, CARC, VSC, RISAL, SST, ACM, MED Sport-specific NCCP Training
Assistant Coach	Supports head coach; supervises athletes under guidance	High	SDF, CRC, CARC, VSC, RISAL, SST, ACM, MED Sport-specific NCCP Training
Program Volunteer	Assists with events or programs; may have limited direct contact with athletes	Medium	SDF, CRC, CARC, VSC, RISAL, SST
Official / Referee	Officiates competitions; enforces rules; interacts with athletes	Medium	SDF, CRC, CARC, VSC, RISAL, SST, ACM, MED Sport-specific Official Training
Staff Member	Administrative or operational support; may interact with athletes	Medium	SDF, CRC, CARC, VSC, RISAL, SST, ACM, MED Additional Training
Board Member / Director	Governance and oversight; generally limited direct contact with athletes	Low	SDF, CRC, CARC, VSC, SST, ACM Additional Training
Event Coordinator	Plans and manages events; may oversee volunteers and athletes	Medium	SDF, CRC, CARC, VSC, SST
Mentor / Leader in Training	Works directly with youth under supervision	High	SDF, CRC, CARC, VSC, RISAL, SST, ACM, MED Additional Training





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Screening & Training Requirements Descriptions

Requirement	Description
*Screening Disclosure Form (SDF)	• Must be completed every year. • This form allows individuals to report any relevant offences that may have occurred within the three (3) years their CRC, CARC, and VSC remain valid.
*Criminal Record Check (CRC)	• Valid for three years.
*Child Abuse Registry Check (CARC)	• Valid for three years.
*Vulnerable Sector Check (VSC)	• Valid for three years.
Respect in Sport for Activity Leaders	• A free, online training program for coaches and sport leaders. • It helps participants recognize and respond to abuse, neglect, harassment, and bullying in sport. • Certification expires every five (5) years.
Safe Sport Training	• A free online module from the Coaching Association of Canada. • Designed to help individuals in sport recognize and prevent maltreatment. • This certification does not expire.
Aboriginal Coaching Modules (ACM)	• A free, in-person training program for coaches and sport leaders working with Indigenous youth. • This certification expires every five (5) years.
Making Ethical Decisions (MED)	• Online training program for coaches and sport leaders. • This certification does not expire.

Important note:

If a check or certification expires during a competition year, they must be redone. For example, if an individual's CRC was completed in 2022, and expires in 2025, they must apply for a new CRC to compete in 2026.

*Mandatory for all persons of authority.





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MASRC Screening Disclosure Form

Please print (for identification purposes only):

Name (First, Middle, Last):

Other Names You Have Used:

Current Permanent Address:

City:

Province:

Postal Code:

Date of Birth (MM/DD/YYYY):

Gender:

1. Have you ever been convicted of a criminal conviction or been sanctioned by an independent body (sport body, private tribunal, government agency, etc.) for which a pardon has not been granted? *Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements as required by the MASRC Screening Policy.*

If yes, please describe below:

Year Convicted:

Age When Convicted:

Penalty or Punishment Imposed:

Further Explanation:





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2. Are criminal charges or any other charges, including those from a sport body, private tribunal or government agency, currently pending or threatened against you?

If yes, please explain for each pending charge:

Name and Jurisdiction of Court/Tribunal:

Year of Offence:

Age of Alleged Offence:

Penalty or Punishment Imposed:

Further Explanation:

Certification

By signing below, I certify that the answers on this form are truthful, accurate and complete.

Signature:

Date (MM/DD/YYYY):

Print Name:

