Manitoba Trap Shooting Inc Coach Screening Policy	**Adopted: January 29 2025**	

Purpose

Manitoba Trap Shooting Inc understands that screening coaches is a vital part of providing a safe sporting environment. Manitoba Trap Shooting Inc is responsible, 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 an Organization's activities who may pose a risk to the Organization and its participants. Coaches are valued and respected by Manitoba Trap Shooting Inc and are viewed as a key component of the sport delivery system. It is important for coaches to be clear on their role and responsibilities and how these relate to the mission of Manitoba Trap Shooting Inc.

Definition of Coach

A coach is any person who guides athletes to train and compete in sport. They are in a position of power and trust with their athletes regardless of the age of the athlete and the age of the coach. A list of Coach roles and their levels of risk is provided in **Appendix B**.

Definition of an Athlete

Any child, youth or adult who participates or trains in a sport with the guidance of a coach.

Levels of Risk:

High Risk - Coaches who have direct access to athletes (of any age) without parental supervision.

Medium Risk - Coaches who are under the supervision of other coaches and there is no opportunity to be alone with an athlete.

Low Risk- Coaches who are under full time parent supervision (e.g., community-based coaches). There is no travel involved and no opportunity to be alone with an athlete.

Background Checks

Coaches are required to obtain any of the following types of Background Checks:
- Criminal Record Check (CRC)
- Police Information Check (PIC)
- Enhanced Police Information Check (E-PIC)

Generally, a Criminal Record Check and Police Information Check (CRC-PIC) may be obtained from local RCMP detachments and/or local police services and are free for volunteers. However, obtaining the results of the CRC-PIC may take as long as two weeks.

Instead of obtaining a CRC-PIC, Manitoba Trap Shooting Inc recommends that coaches obtain an Enhanced Police Information Check (E-PIC) from Sterling Backcheck. There is a $25 fee for obtaining the E-PIC but the results of the E-PIC are returned within 48 hours. For Canada Games coaches, this fee will be covered by Manitoba Trap Shooting Inc.

Finally, coaches who have obtained a CRC-PIC or E-PIC, within the last five years are not required to obtain the results of these checks again. Instead, the coach can provide a letter from their employer or sport organization verifying that the checks have been completed. The letter must include the coach's name, birthdate, the date the checks were completed, and a signature from a representative of the organization or employer. In addition to the letter, the coach must submit a Screening Disclosure Form (**Appendix A**).

Child Abuse Registry

Coaches are required to obtain a Child Abuse Registry Check (CARC). The Child Abuse Registry is designed to identify and register known child abusers. Individuals on this registry have been found guilty of an offense involving the abuse of a children and/or the Child Abuse Committee has determined the individual has abused a child.

Manitoba Trap Shooting Inc has its own "CARC Forms" that coaches must use to submit a Child Abuse Registry Check free of charge. Alternate forms will not be accepted (unless at the discretion of Manitoba Trap Shooting Inc). Results of a CARC may take up to six weeks.

Screening Matrix

Manitoba Trap Shooting Inc has assigned a level of risk to each Coach role (described in **Appendix B**). Each role has different screening requirements that range from completing screening education modules to regularly submitting a background check.

The matrix below explains which screening requirements are necessary for each coach role.

Coach Role	Level of Risk	Screening Requirements	Frequency of Requirements
6 week community coach	Low	Respect in Sport & Rule of Two Screening Disclosure form annually	N/A
Community coach/instructor	Medium	Respect in Sport, Rule of Two Background Check: CRC-PIC *or* E-PIC	Background Check: Every five years Screening Disclosure form annually
Competition coach	High	Respect in Sport, Rule of Two Background Check: CRC-PIC *or* E-PIC + CARC	Background Check: Every five years CARC: Every five years Screening Disclosure form annually
Performance coach	High	Respect in Sport, Rule of Two Background Check: CRC-PIC *or* E-PIC + CARC	Background Check: Every five years CARC: Every five years Screening Disclosure form annually
Professional coach	High	Respect in Sport, Rule of Two Background Check: CRC-PIC *or* E-PIC + CARC	Background Check: Every five years CARC: Every five years Screening Disclosure form annually

Rejection and Appeal

Manitoba Trap Shooting Inc reserves the right to reject the participation of any coach whose screening results reveal previous criminal activity. However, the coach's rejection may be appealed to Manitoba Trap Shooting Inc's Appeal Committee (which consists of a PSO representative, member of the Manitoba Trap Shooting Inc Board of Directors, and past or present Manitoba Trap Shooting Inc staff member). When determining whether to accept or deny the appeal, the Committee will consider the relevance of the infraction, efforts at rehabilitation, and the date of the infraction.

Appeals should be submitted to Manitoba Trap Shooting Inc staff. Staff or the Appeal Committee may request more information from the Appellant coach. The results of the appeal will be provided to the Appellant within one month of the appeal.

If a coach's CARC reveals an incident, the coach will not be permitted to participate in the role in any circumstance. This is not appealable.

Other Considerations

Valid Driver's License - Any coach entrusted to drive a vehicle provided by Manitoba Trap Shooting Inc within the Canada Games program (including but not limited to rented vehicles or own vehicles), is required to have a valid Driver's License. All Drivers will need the appropriate class of license to drive the type of vehicles used.

Delays – Manitoba Trap Shooting Inc recognizes that there may be delays in obtaining the results of a background check. Generally, the coach will not be permitted to attend the Games unless the results of the check have been completed. However, if there is a delay in obtaining the results, Manitoba Trap Shooting Inc may approve the coach's participation if the coach can prove the process has begun, sits for an interview with Manitoba Trap Shooting Inc and the coach has provided at least two character references.

Coaches under 18 years of age- for anyone under the age of 18 who is considered a coach, they will not need a Criminal Background Check nor a Child Abuse Registry check. They will need reference checks, Respect in Sport, Rule of 2 training and are never to be left alone with an athlete.

Appendix A - Screening Disclosure Form

NAME: _____
First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

_____
Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY**: _____
Month/Day/Year

CLUB: _____ **EMAIL**: _____

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.

1. Have you ever been convicted of a crime for which a pardon has not been granted, including possession or trafficking of an illegal substance?

Yes _____ No_____ If yes, please describe below for each conviction:

Name or Type of Offense:
_____

Name and Jurisdiction of Court/Tribunal:
_____ Year Convicted: _____

Penalty or Punishment Imposed:
_____

Further Explanation:
_____
_____

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

Yes_____ No_____ If yes, please explain for each pending charge:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal:
_____

Further Explanation:
_____
_____

3. Has any civil court made a finding, judgment or ruling against you, or have you entered into an out of court settlement relevant to the profession of coaching, the sport or any other sport?

Yes _____ No_____ If yes, please describe each finding, judgment or ruling below:

Civil Court Finding: _____ Out of Court Settlement:
_____

Type of Offense or Finding: _____

Year of Offense or Settlement: _____

Penalty or Punishment Imposed:
_____

Further Explanation:
_____

4. Have you ever been dismissed from a position due to allegations of ethical or moral misconduct?

Yes _____ No_____ If yes, please describe below:

Name of applicable Organization:
_____ Date of Dismissal: _____

Reason for Dismissal:
_____
_____

5. Have you ever been disciplined or sanctioned by an independent body (sport body, private tribunal, government agency, etc.) for which a pardon has not been granted?

Yes _____ No_____ If yes, please describe below:

Name or Type of Offense:
_____

Name and Independent Body:
_____ Year Convicted: _____

Penalty or Punishment Imposed:
_____

Further Explanation:
_____
_____
_____

Certification
I hereby certify that the information contained in this application is accurate, correct, truthful and complete.

I further certify that I will immediately inform the Organization of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in termination of membership and/or further discipline.

Signature: _____ Date: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, you consent and authorize Manitoba Trap Shooting Inc to collect, use and disclose your personal information, including all information provided on the Screening Disclosure Form, Background Check and/or Vulnerable Sector Check for the purposes of screening, administering membership services and communicating with Provincial Sport Organizations, Host Societies, and other organizations involved in the governance of the sport. Manitoba Trap Shooting Inc does not distribute personal information for commercial purposes.

Appendix B – Coach Roles

Low Risk

6 week Community Club Coach

These coaches are never alone with an athlete and have parent supervision at all times. No travel occurs, local competition only. These coaches do not take any NCCP and may be provided with pre-planned practice plans. Typical season lasts 4-6 weeks. May or not be members of a PSO.

Medium Risk

Community Coach/Instructor

These are coaches/instructors who are working primarily with athletes in the community in a recreational setting. These are programs that happen in the local community and involve only local travel for participation. Often short term seasonal (6 weeks & up). These coaches may or may not take NCCP sport specific certification in the community or Instruction beginners' stream of the NCCP. Typically they are Members of a PSO.

High Risk

Competition Coach

These are coaches working with athletes who compete in their local community and throughout the province. Athletes and teams may also travel out of province to compete in tournaments without parental supervision. This includes high school coaches and club travel teams. These coaches may take NCCP sport specific certification in the Competition Introduction stream of the NCCP. These coaches would coach beyond 3 months. They Members of a PSO.

Performance Coach

These are coaches who work with elite club programs, provincial, Canada Games Teams, and University and College programs. These coaches may take sport specific NCCP certification in the Competition Development stream of the NCCP. These coaches may take athletes away to competition without parent supervision.

Professional Coach

These are coaches that work with a club, provincial sport organizations and universities in a full-time/part time employed capacity. These coaches require a minimum of Competition Development certification in the NCCP but may require additional sport specific requirements.