



WINNIPEG NEWCOMER SPORT ACADEMY INC	
Coach Screening Policy	Effective Date: May 15, 2026 Scheduled Review Date: May 2029

POLICY:

Authorized or Recognized by the PSO to provide instruction or direction in the sport.

“**Organization**” refers to Winnipeg Newcomer Sport Academy

PURPOSE:

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

DEFINITIONS:

Coach/Leader: Any person who is responsible for the safety, participation and development of our participants during our program or accompanies them to off-site activities. This person is in a position of power and trust with participants regardless of the age of the participant and age of the coach.

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

ORGANIZATION COACH SCREENING POLICY REQUIREMENTS:

Levels of Risk:

For WNSA, the level of risk is associated with the level of responsibility of the individual.

Low Risk – Individuals assigned to low risk activities such as not in a direct supervisory role, not directing others, no cash or financial management work, are not alone with

children or people with disabilities. They may be a youth volunteer or occasional volunteer.

Medium Risk – Individuals assigned to medium risk activities may include some supervision of other leaders and participants. They may have limited access to cash or financial management. These individuals are primarily leaders and coaches who are paid by WNSA but it could include long-term volunteers such as a university student on a long-term practicum. While we do try to implement the RULE OF TWO, there may be times when these individuals may be alone with participants (such as accompanying them to the washroom, or to seek first aid) They may provide supervision on the program bus.

High Risk – Individuals who are involved in higher risk and more responsibility in their work. These would likely be program coordinators, Quality Sport Director and WNSA Founder/Executive Director who may have access to financial management and are in a supervisory role of leaders, coaches and participants. They may communicate with parents and post to WNSA Social Media. Occasionally, they may transport or accompany athletes to special activities.

	Level 1: Low Risk	Level 2: Medium Risk	Level 3: High Risk
Volunteer Screening Form	Yes	No	No
Referral or Letter of Reference	Yes	Yes	Yes
Organizational and position orientation	Yes	Yes	Yes
Driver record	No	No	Yes
Screening Disclosure form	No	Yes	Yes
Criminal Record Check	No	Yes	Yes

Note - Referral is only applicable for Low Risk coaches.

BACKGROUND CHECKS:

Coaches are required to obtain one of the following types of Background Checks:

- Criminal Record Check (CRC)

If coaches are unable to obtain a Criminal Record Check as they have not been in Canada for long enough and are unable to get a Police Character Certificate from their home country (sometimes a requirement for entry into Canada) due to circumstances in that country WNSA will use its discretion. The police character certificate must be presented to WNSA if they have it.

Finally, coaches who have obtained a CRC 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).

For leaders under 18, a background check is not needed. References will be requested.

SCREENING MATRIX:

The *Organization* has assigned a level of risk to each *Coach* role. The minimum requirements are outlined below and typically consist of Respect in Sport (RiS) for Activity Leaders, along with a criminal record/police information check. In addition, *Coaches* are expected to adhere to the Rule of Two.

Coach Role	Level of Risk	Screening Requirements	Frequency of Requirements
Coach Leaders	High	Background Check RIS Screening Disclosure form Rule of Two Form	Every 5 years Every 5 years Annually Once when started
Junior Leaders	Medium	Background Check RIS Screening Disclosure form Rule of Two Form	Every 5 years Every 5 years Annually Once when started
Volunteers	Low	Volunteer Screening form Rule of Two Form	Once Once

Rejection and Request for Reconsideration

The Organization reserves the right to reject the participation of any coach based upon screening results. When determining whether the coach has passed, not passed, or more information is required, the Organization will consider the relevance of the infraction, efforts at rehabilitation, and the date of the infraction.

Following the review of the screening documents, the Organization will decide:

- the individual has passed screening and may participate in the desired position;
- the individual has passed screening and may participate in the desired position with conditions;
- the individual has not passed screening and may not participate in the desired position; or
- more information is required from the individual.

If a coach's CRC 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 the Organization (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 – The Organization recognizes that there may be delays in obtaining the results of a background check. Generally, the coach will not be permitted to participate in the role during the delay unless the results of the check have been completed. However, if there is a delay in obtaining the results, the Organization may approve the coach's participation if the coach can prove the process has begun, meets with the Organization and the coach has provided at least two character references.

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 the Organization 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. The Organization does not distribute personal information for commercial purposes.