



# **Screening Policy**

## **UCCMS Compliant**

**NB ALPINE INC. (Ski NB)**  
**DECEMBER 2025**

## Screening Policy

### ***1.0 - Definitions for purposes of this Section 1.0***

a. ***Criminal Record Check (CRC)***

- i. A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions.

b. ***Local Police Information (LPI)***

- i. Additional conviction and selected non-conviction information in national and local police data sources which may be relevant to the position sought.

c. ***Enhanced Police Information Check (E-PIC)***

- i. A Criminal Record Check plus a search of local police information, available from SterlingBackcheck.com.

d. ***Person in Authority***

- i. Any Registered Participants who holds a position of authority within Ski NB including, but not limited to, instructors, officials, managers, Athlete Support Personnel, chaperones, committee members, or Directors and Officers.

e. ***Vulnerable Sector Check (VSC)***

- i. A detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, local police information, and the Pardoned Sex Offender database.

f. ***Vulnerable Participants***

- i. As defined in the UCCMS.

### **1.1 – Preamble**

- a. Ski NB understands that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the community.
- b. It is a violation of the Ski NB *Code of Conduct Policy* for any Person in Authority to place an individual in a situation that makes them vulnerable to abuse, maltreatment, or other potential harm – this includes hiring or engaging the services of an individual with a history of athlete maltreatment or other misconduct. It is imperative that Ski NB and member clubs do their due diligence in completing comprehensive background

screening of anyone who may interact with athletes and other vulnerable persons.

## 1.2 – Application of this Policy

- a. This Policy applies to all Persons in Authority.
- b. Not all individuals associated with Ski NB will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to Ski NB or to its Registered Participants. Ski NB will determine which individuals will be subject to screening using the following guidelines (Ski NB may vary the guidelines at its discretion):
  - i. **Level 1 – Low Risk:** Registered Participants involved in low-risk assignments who are not in a supervisory role, not directing others, not involved with financial/cash management, and/or do not have regular access to Vulnerable Participants. Examples: a) Parents, youth, or volunteers who are helping on a non-regular informal basis; or b) Event volunteers;
  - ii. **Level 2 – Medium Risk:** Registered Participants involved in medium-risk assignments who may be in a supervisory role, may direct others, may be involved with financial/cash management, and/or who may have limited access to Vulnerable Participants. Examples: a) Athlete support personnel; or, b) Coaches who are typically under the supervision of another coach; or c) officials or d) event volunteers
  - iii. **Level 3 – High Risk:** Registered Participants involved in high-risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with financial/cash management, and who have frequent access to Vulnerable Participants. Examples: a) Licensed Coaches; or, b) Team Managers, Technical Leaders; c) IST and medical personnel; d) High-Performance Directors.

## 1.3 – Screening Committee

- a. The implementation of this policy is the responsibility of Ski NB's Screening Committee which is a committee of either one (1) or three (3) members appointed by the Chair of the Governance Committee. That individual will ensure that the members appointed to the Screening Committee possess the requisite Skills, knowledge and abilities to accurately screen documents and render decisions under this Policy.
- b. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board of Ski NB.
- c. The Screening Committee is responsible for reviewing all documents submitted and, based on the review, making decisions regarding the appropriateness of individuals filling positions within Ski NB. 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.

#### **1.4 – Screening**

- a. If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to Ski NB. Additionally, the individual will inform Ski NB of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
- b. If Ski NB learns that an individual has provided false, inaccurate, or misleading information, the individual may be removed from their position and may be subject to further discipline in accordance with Ski NB's *Discipline and Complaint Policy*.

#### **1.5 – Young People**

- a. Ski NB defines a young person as someone who is under the age of majority in the applicable jurisdiction. It is the responsibility of an individual over the age of majority to know the age of a Registered Participant. When screening young people, Ski NB will:
  - i. Not require the young person to obtain a VSC or E-PIC; and
  - ii. In lieu of obtaining a VSC or E-PIC, require the young person to submit up to two (2) additional letters of reference.
- b. Notwithstanding the above, Ski NB may ask a Minor to obtain a VSC or E-PIC if Ski NB suspects the Minor has an adult conviction and therefore has a *criminal record*. In these circumstances, Ski NB will be clear in its request that it is not asking for the Minor's youth record. Ski NB understands that it may not request to see a Minor's youth record.

#### **1.6 – Orientation, Training, and Monitoring**

- a. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at Ski NB's discretion.
- b. Orientation may include, but is not limited to: introductory presentations, facility tours, equipment demonstrations, parent/Athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.
- c. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
- d. At the conclusion of orientation and training, the individual will be required to acknowledge, in written form, that they have received and completed the orientation and training.

- e. Monitoring may include but is not limited to: written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

### **1.7 – How to Obtain an E-PIC or VSC**

- a. A member from the Screening Committee will provide further information to Registered Participants who are required to complete an E-PIC or VSC.
- b. Registered Participants may only obtain a VSC by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required.
- c. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
- d. Ski NB understands that it may be required to assist an individual with obtaining a VSC. Ski NB may need to submit a Request for VSC or complete other documentation describing the nature of the organization and the individual's role with vulnerable individuals.

### **1.8 – Procedure**

- a. Screening documents will be sent to the chair of the Ski NB Governance Committee.
- b. An individual who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.
- c. Ski NB understands that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, Ski NB may permit the individual to participate in the role during the delay. SKI NB may withdraw this permission at any time and for any reason.
  - i. Ski NB recognizes that different information will be available depending on the type of screening document that the individual has submitted. For example, an E-PIC may show details of a specific offense, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The Screening Committee will use its expertise and discretion when making decisions based on the screening documents that have been submitted.
  - ii. Following the review of the screening documents, the Screening Committee will decide:
    - 1. The individual has passed screening and may participate in the desired position;

2. The individual has passed screening and may participate in the desired position with conditions;
  3. The individual has not passed screening and may not participate in the desired position; or
  4. More information is required from the individual.
- d. In making its decision, the Screening Committee will consider the type of offense, date of offense, and relevance of the offense to the position sought.
- e. The Screening Committee must decide that an individual has not passed screening if the screening documentation reveals any of the following:
- i. If imposed in the last three years:
    1. Any “criminal” traffic offense involving the use of a motor vehicle, including but not limited to impaired driving;
    2. Any offense for trafficking and/or possession of drugs and/or narcotics; and/or
    3. Any offense involving conduct against public morals.
  - ii. If imposed in the last ten years:
    1. Any crime of violence including but not limited to, all forms of assault; and/or
    2. Any offense involving a Minor or Minors.
  - iii. If imposed at any time:
    1. An individual’s conviction for any of the following *Criminal Code* offenses:
      - i. Any offense of physical or psychological violence;
      - ii. Any crime of violence including but not limited to, all forms of assault;
      - iii. Any offense involving trafficking of illegal drugs;
      - iv. Any offense involving the possession, distribution, or sale of any child-related pornography;
      - v. Any sexual offense; and/or

- vi. Any offense involving theft or fraud.

### **1.9 – Conditioning Monitoring**

- a. Excluding the incidents above which, if revealed, would cause the individual to not pass screening, the Screening Committee may determine that incidents revealed on an individual's screening documents may allow the individual to pass the screening process and participate in a desired position with conditions imposed. The Screening Committee may apply and remove conditions at its discretion and will determine how adherence to conditions may be monitored.

### **1.10 – Records**

- a. 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.
- b. The records kept by Ski NB as part of the screening process include but are not limited to:
  - i. An individual's Vulnerable Sector Check;
  - ii. An individual's E-PIC (for a period of three years);
  - iii. An individual's Screening Disclosure Form (for a period of three years);
  - iv. An individual's Screening Renewal Form (for a period of one year);
  - v. Records of any conditions attached to an individual's registration by the Screening Committee;
  - vi. Records of any discipline applied to any individual by Ski NB or by another sport organization; and
  - vii. Records of any discipline published in the Sport Integrity Canada's Public Registry and the CCES database.

**Note:** This policy is available in English and French. Should a dispute arise with the interpretation of the translated policy, the English version of the policy shall prevail.