

**Biathlon Saskatchewan Criminal Record Check and Vulnerable Sector Search Policy Adopted April 6,  
2019:**

**Requirement for Criminal Record Check and Vulnerable Sector Search**

1. All coaches, managers, technicians and trainers, whether volunteer or paid, as well as any others considered being in a position of trust and authority over vulnerable people, shall obtain a Criminal Record Check and Vulnerable Sector Search and present it to Biathlon Saskatchewan for review.
  - a. Any persons who already have a Criminal Record Check and Vulnerable Sector Search which is less than two years old, conducted by another process, shall present it to Biathlon Saskatchewan for review.
  - b. Persons under 18 years of age are exempt from this policy.
2. No one may act as a coach, manager, technician or trainer with athletes under the age of 18 years or other vulnerable people unless they have submitted a Criminal Record Check and Vulnerable Sector Search and have been approved by the review process set out in this policy.
3. A criminal record check shall be updated and submitted to Biathlon Saskatchewan every 2 years.
4. The term “vulnerable persons” means persons who, because of their age, disability or other circumstances, whether temporary or permanent are:
  - a. Under the age of 18 years;
  - b. in a position of dependence on others; or
  - c. otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

**Review Process**

5. The coach, manager, technician or trainer must obtain the Criminal Record Check and Vulnerable Sector Search and present it to two Biathlon Saskatchewan Board Members, other than the President of Biathlon Saskatchewan. The Board Members are hereinafter referred to as the Responsible Directors.
6. The Responsible Directors will be appointed annually by a majority vote of the Board of Directors at the first regularly called Directors’ meeting preceding the Annual General Meeting.
7. The Responsible Directors shall review Criminal Record Check and Vulnerable Sector Search to determine if there is any record that discloses a potential risk to vulnerable people.
  - a. If a criminal record is disclosed the Responsible Directors will advise the President of Biathlon Saskatchewan. The Responsible Directors and the President may discuss the record with the person who submitted the Criminal Record Check and Vulnerable Sector Search to gain more information.

- b. The Responsible Directors and the President shall, when reviewing a criminal record and determining a course of action, place protection of youth and other vulnerable people as the highest priority.
  - c. The Responsible Directors and the President may consider that some criminal convictions do not indicate a current threat.
  - d. A criminal record disclosing a conviction for a sexual offence involving children, whether or not such conviction has been pardoned shall make the person who submitted the Criminal Record Check and Vulnerable Sector Search ineligible to work with vulnerable persons.
  - e. If there is a criminal record that the Responsible Directors and the President conclude does not preclude participation of the person who submitted the Criminal Record Check and Vulnerable Sector Search they may impose restrictions on the person.
  - f. All criminal record checks and Vulnerable Sector Searches are to be mailed or otherwise delivered to the Sask Ski Office in Regina, attention of the Executive Director who shall provide them in a confidential manner to the Responsible Directors.
- 8. The Responsible Directors will provide the Biathlon Saskatchewan Board with a list of people who have submitted a Criminal Record Check and Vulnerable Sector Search and have been approved. A report will be provided to the Biathlon Saskatchewan Board to be filed with the records of Biathlon Saskatchewan to confirm that the Criminal Record Checks and Vulnerable Sector Searches have been conducted. The Report shall include the following information:
  - a. Confirming that the Responsible Directors have reviewed all Criminal Record Checks and Vulnerable Sector Searches.
  - b. The Report shall indicate that the Criminal Record Check and Vulnerable Sector Search has been shared with the President, but it shall not disclose any other information.
- 9. If a person is precluded from a position with Biathlon Saskatchewan because of a conviction disclosed in a Criminal Record Check and Vulnerable Sector Search, the Responsible Directors shall report to the Board that a potential volunteer withdrew or was denied after review of a Criminal Record Check and Vulnerable Sector Search. The person shall not be named, and the minutes will show only that the review process led to withdrawal or denial of a potential volunteer.
- 10. The Responsible Directors shall also inform the Biathlon Saskatchewan Board of any coaches, managers, technicians or trainers who have failed to provide a Criminal Record Check and Vulnerable Sector Search. Such non-compliant persons shall not be allowed to continue in their functions until the Criminal Record Check and Vulnerable Sector Search is obtained.
- 11. Following review by the Responsible Directors, the Criminal Record Check and Vulnerable Sector Search shall be returned to the coach, technician, manager or trainer.

### **Confidentiality**

- 12. The Responsible Directors and the President shall treat the criminal record check as a confidential document and will not share it with any other person, except under circumstances set out in section 13.

13. The Responsible Directors and the President shall only share a Criminal Record Check and Vulnerable Sector Search with other persons or agencies if it is necessary to ensure the immediate protection of vulnerable people in Biathlon Saskatchewan or another sport or culture group. Examples of circumstances where such action may be necessary include:
  - a. Learning that the person was now coaching with another sports group and is in a position of trust and authority over vulnerable people;
  - b. The person, in spite of not being a coach, continued to attend training sessions and is in a position of trust and authority over vulnerable people.

**Implementation:**

1. The Biathlon Saskatchewan Board is responsible for advising coaches, managers, technicians or trainers that a Criminal Record Check and Vulnerable Sector Search is required as part of our commitment to ensure a safe learning environment in all our programs, and the time frame within which it must be submitted.
2. The Responsible Director shall provide a letter to the police advising that the individual named wishes to serve as a volunteer coach, manager, technician or trainer with Biathlon Saskatchewan and that the organization policy requires a Criminal Record Check and Vulnerable Sector Search before they can serve in the desired position (Sample letter attached to policy).
3. It is the responsibility of the coach, manager, technician or trainer to obtain a Criminal Record Check and Vulnerable Sector Search from the nearest available Police Service and provide it to the Responsible Director.

Date

Dear Sir/Madam:

Biathlon Saskatchewan is a volunteer organization whose mission is to create opportunities for recreational and competitive biathlon by promoting lifelong winter sport participation, fun and social interaction. We offer a number of programs to youth and other vulnerable people. As part of our efforts to protect vulnerable people, Biathlon Saskatchewan requires that all coaches and others serving in positions of authority with vulnerable people obtain a Criminal Record Check and Vulnerable Sector Search.

**Insert Name of Volunteer** has agreed to serve as a volunteer **(Name position)** for Biathlon Saskatchewan. I am therefore requesting a Criminal Record Check and Vulnerable Sector Search.

for this volunteer.

Thank you,

Name and Position in Biathlon Saskatchewan