



**Canada Rugby League Association
(CRLA)**

**Screening Policy
By-law Adopted March 24, 2019**



Canada Rugby League Association | Screening Policy

1. This Screening Policy has been created to minimize risk of harm to all those participating in CRLA mandated events, to identify appropriate volunteers for positions within the CRLA, and to continuously improve volunteer performance to enhance experience of all participants. Volunteer contribution has been and remains the cornerstone for CRLA success. It is recognized that the CRLA has a responsibility, particularly with respect to vulnerable people participating in CRLA mandated events, to take all reasonable steps to ensure that volunteers are suitable for the position and responsibilities they are given within the organization. This policy applies to all provincial, territorial, and area organizations that are part of the CRLA and to all leagues, clubs, and volunteers who are part of these organizations.

Definitions

2. The following terms have these meanings in this Policy:
 - a. Individuals – individuals employed by, or engaged in activities with, the CRLA and organizations forming part of the CRLA including, but not limited to, coaches, supervisors, match officials, volunteers, directors, committee members, officers, team managers, medical and physiotherapy personnel, administrators, contractors, and employees.
 - b. Application Form – every individual shall complete and submit to the CRLA an application form providing pertinent details, references, and authority to the CRLA to request and/or conduct background checks as deemed appropriate to minimize risk of harm to both the individual and any persons the individual contacts whilst conducting their assigned position.
 - c. Mentor - individuals working with persons considered to be vulnerable sector (such as minors and persons with a disability) shall be assigned a mentor to provide advice and support to the individual on request. The mentor may also conduct spot checks and otherwise evaluate performance of an individual under their stewardship.
 - d. Police Record Check – A search of police criminal records databases to determine whether an individual has a criminal record.
 - e. Vulnerable Sector Check – A secondary part of the Police Record Check, for individuals who are volunteering in a vulnerable sector which also searches for the existence of any pardoned sex offenses and/or charges.

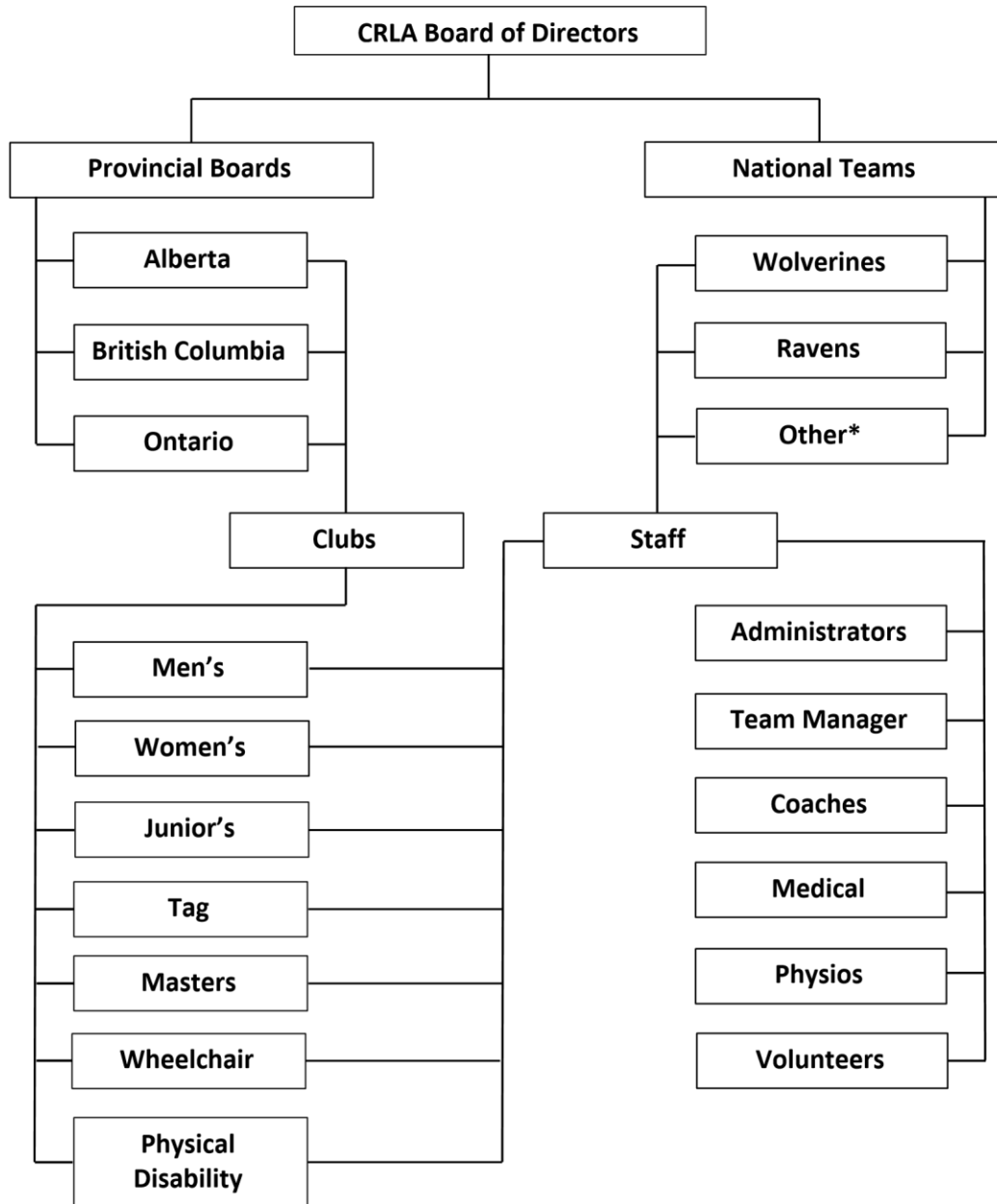
Application of This Policy

3. This Policy applies to individuals working for the CRLA in any capacity. Individual positions shall be evaluated with respect to risk and screening shall be tailored to cover the designated risk level and type of risk, to others and to the CRLA, involved. It is recognized that this Policy is designed to manage risk to individuals and to the CRLA. No Policy can eliminate risk, application of this policy is intended to minimize risk to as low as practicable.



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Organizational Structure



* Other National Teams to be formed as required e.g. Wheelchair, Masters, Junior, Tag, Physical Disability

Risk Levels

4. Individuals will be assessed against the following risk profiles:



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	Low	Medium	High
Physical / Sexual / Illicit Substances	Limited to no contact with vulnerable sector individuals e.g. Board members, administrators.	Contact with athletes but either no or fully supervised contact with vulnerable sector individuals e.g. junior team managers.	Regular contact with athletes including vulnerable sector individuals with limited or no supervision e.g. junior team coaches.
Driving	No driving conducted on CRLA duties.	Drives self and not more than 4 non-vulnerable sector individuals at a time on CRLA duties.	May drive any number of individuals, including vulnerable sector individuals on CRLA duties.
Financial	Does not handle or have access to CRLA accounts (including accounts of Provincial, Club, Team, and other organizations with accounts)	Supervised access only to CRLA accounts (including accounts of Provincial, Club, Team, and other organizations with accounts)	Responsible for handling accounts (including accounts of Provincial, Club, Team, and other organizations with accounts) e.g. treasurers

Screening Procedures

5. It is CRLA Policy that every individual involved with CRLA mandated activities are subject to this Screening Policy and that an Application Form (Appendix A) be completed and references be submitted. Whenever possible, the Application Form and References shall be submitted prior to an Individual taking a role with the CRLA. In cases where Individuals are working in CRLA roles, Application Forms and References shall be submitted to the CRLA Secretary as soon as practicable. The CRLA reserves the right to contact provided References solely for the purpose of determining suitability of Individuals for applied positions.
6. At the discretion of the CRLA Boards, Provincial Boards, and/or other governing organizations mandated by the CRLA, individuals may require an Individual to submit one or more of the following:
 - a. Police Record Check;
 - b. Drivers' Abstract; and,
 - c. Vulnerable Sector Check
7. Failure to participate in the screening process as outlined in this policy will result in the Individual's ineligibility for the position sought.
8. If an Individual subsequently receives a conviction for, or is found guilty of, an offense they shall report this circumstance immediately to the CRLA.



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9. If an Individual provides falsified or misleading information, or if References are found to be unsatisfactory, the Individual shall be considered ineligible for, or shall immediately be removed from, the applied position as applicable. The Individual may also be subject to further discipline in accordance with CRLA By-laws. In accordance with CRLA By-laws, any Individual may appeal any decision taken in accordance with this Screening Policy, the ineligible Individual shall not be permitted to engage in CRLA mandated activities prior to consideration of an appeal.
10. The implementation of this policy is the ultimate responsibility of the CRLA Board. The CRLA Board may, at their discretion appoint one or more Screening Committees of three (3) members. The geographical area over which a Screening Committee has jurisdiction shall be defined at time of appointment of the committee. Quorum for a Screening Committee shall be two (2) members.
11. The CRLA Board or, if appointed, a Screening Committee with jurisdiction over a defined geographical area, shall be responsible for reviewing all applications within the geographical area for which they are responsible which trigger a positive response and based on such reviews shall make decisions regarding the appropriateness of Individuals filling positions within the Association and whether or not such Individuals shall assume such positions. In carrying out its duties, the CRLA Board and / or Screening Committee may consult with independent experts including but not limited to lawyers, police, risk management consultants, and volunteer screening specialists.
12. The CRLA Board or Screening Committee shall, by majority vote:
 - a. Approve an Individual's position;
 - b. Deny an Individual's position; or,
 - c. Approve an Individual's position subject to terms and conditions.
13. The CRLA Board / Screening Committee shall render its decision and provide note of its decision to the Individual and to the CRLA. After providing notice and consideration of an appeal as appropriate, submitted documents shall be destroyed or returned to the Individual.
14. Application Forms and supporting documentation (e.g. written references, Police Record Check, Vulnerable Sector Screening Check) shall be generally considered valid for three (3) years. However, the CRLA Board or Screening Committee may request that an Individual provide additional references, a Police Record Check, and/or a Vulnerable Sector Check for review and consideration at any time. Any such request shall be made in writing (e-mail or letter).
15. With the exception of elected members to CRLA or Provincial Boards, all CRLA positions shall be subject to a three (3) months probationary period. In the event that concerns regarding an Individual's suitability for a position be raised, any member of the CRLA or Provincial organizations may request a review of the Individual's eligibility. Such a review will be conducted by the CRLA Board or Screening Committee and a decision be taken in accordance with Section 12.

Relevant Offenses

16. The following are considered to be examples of relevant offenses:
 - a. If imposed in the last five (5) years:



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- i. Offenses involving the use of a motor vehicle including but not limited to: impaired driving, dangerous driving;
 - ii. Any offense relating to trafficking and/or possession of drugs, narcotics or other illegal substances;
 - iii. Any offense involving conduct against public morals
- b. If imposed in the last ten (10) years:
- i. Any conduct of violence including, but not limited to, all forms of assault; and,
 - ii. Any involving a vulnerable person
- c. If imposed at any time
- i. Any conduct involving the possession, distribution, or sale of any child-related pornography
 - ii. Any sexual offense
 - iii. Any conduct involving theft or fraud

RECORDS

17. 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.

CRIMINAL CONVICTIONS

18. An individual's conviction for any of the following Criminal Code offenses may result in expulsion from the Association and/or removal from any designated position, competition, program, activity or event upon the sole discretion of the Association:
- a) Any offense of physical or psychological violence
 - b) Any crime of violence including but not limited to, all forms of assault
 - c) Any offense involving trafficking of illegal drugs
 - d) Any offense involving the possession, distribution, or sale of any child-related pornography
 - e) Any sexual offense
 - f) Any offense involving theft or fraud



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CRLA Application Form

Position Title:

Application Date:

Governing Body:

Direct Contact / Mentor / Supervisor:

Responsibilities:

Start & End Dates:

Renewability?:

Screening Process: All individuals involved in CRLA activities are subject to the CRLA Screening Policy. Any individual who refuses to comply with Screening Policy requirements is ineligible to volunteer or otherwise conduct work under the CRLA mandate. As part of the Screening Policy, please provide the name and contact details of at least two references (Note: family members cannot act as references, the CRLA reserves the right to contact references prior to confirming applicant eligibility for the above-noted post. The CRLA may also request additional documentation, e.g. Police Records Check, Drivers Abstract, Vulnerable Sector Check, as part of the Screening Process).

Reference 1: Name: _____ Position Relative to Applicant: e-

mail: _____ Tel: _____

Reference 2: Name: _____ Position Relative to Applicant: e-

mail: _____ Tel: _____

Reference 3: Name: _____ Position Relative to Applicant: e-

mail: _____ Tel: _____