



Policy Name: Criminal Record Checks (“CRC”)

Approval Authority: NWT Snowboard Association Board of Directors

Responsible Staff: Sports Director

Implementation Date: 2020-11-10

Last Amendment Date: N/A

Policy Review Dates: Even numbered years

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### **Policy Statement**

To state whether an individual has been convicted of a criminal offense.

### **Purpose (reason of policy)**

Criminal Record Checks are now expected as part of an organization’s due diligence to protect its members, particularly when those members include children and others considered to be part of the “vulnerable sector”.

### **Scope of application**

NWT Snowboard Coaches, Judges and Officials

### **Responsibility and Accountability**

NWT Snowboard and the associated clubs are equally responsible and accountable for the implementation of this policy.

The responsibility and accountability to obtain the Criminal Record Check and to provide a copy of it to NWT Snowboard rests with the member.

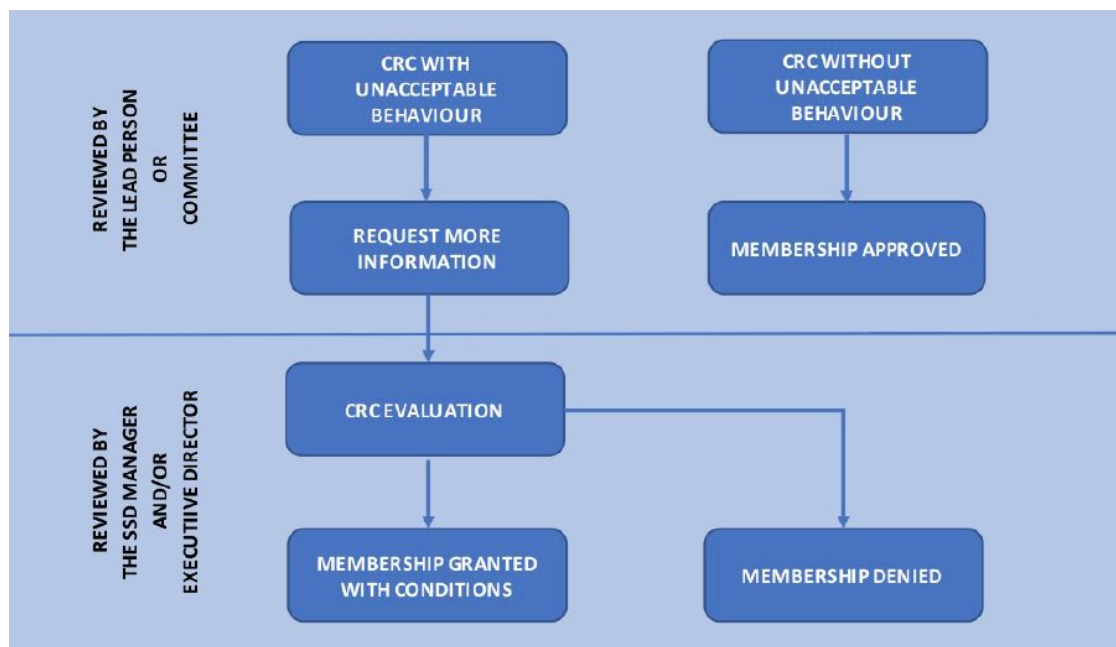
### **Definitions & Principles**

All NWT Snowboard coaches, Officials and judges (hereafter referred to as members) must obtain a Criminal Record Check.

1. The Criminal Record Check must be requested through the member’s local police authority or through BackCheck ([www.backcheck.net](http://www.backcheck.net)) and must be a request for a Criminal Record Check through the Canadian Police Information Centre (CPIC). If you are requesting a Criminal Record Check through your local police service please also request a Vulnerable Sector Search (mandatory for all members born prior to February 28th, 1986).



2. In some jurisdictions the police authority may process a Criminal Record Check at a reduced cost if a letter can be provided. NWT Snowboard will issue such a letter on request. Requests should be made to the Sports Director at [nwtsnowboard@gmail.com](mailto:nwtsnowboard@gmail.com)
3. When the Criminal Record Check is received, the member must forward a copy to NWT Snowboard at [nwtsnowboard@gmail.com](mailto:nwtsnowboard@gmail.com). The member should keep the original copy of the Criminal document for his or her own records.
4. Only the person or committee designated by the Sports Director and/or the Board of Directors will review Criminal records checks.
5. CRC Review Process:



6. Unacceptable behaviors identified on a CRC may include, but are not limited to the following:
  - Sexual Offences, including pardoned sexual offenses
  - Violent or threatening behaviour against children or adults
  - Conduct against public morals such as prostitution
  - Substance or chemical abuse
  - Violation of a position of trust including theft or fraud
  - Criminal driving offenses, including but not limited to impaired driving
7. Relevant Offenses: Provided a pardon has not been granted, the following examples are considered to be relevant offenses:



- If imposed in the last five years:
    - i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving
    - ii. Any offense for trafficking and/or possession of drugs and/or narcotics
    - iii. Any offense involving conduct against public morals
  - If imposed in the last ten years:
    - i. Any crime of violence including but not limited to, all forms of assault
    - ii. Any offense involving a minor or minors
  - If imposed at any time:
    - i. Any offense involving the possession, distribution, or sale of any child-related pornography
    - ii. Any sexual offense
    - iii. Any offense involving theft or fraud
8. NWT Snowboard will not issue a membership to a person whose Criminal Record Check shows a conviction for a vulnerable sector related criminal offense. Any Criminal Code conviction, charge without disposition, Pardoned Sexual Offence, and police contact revealed to Canada Snowboard, will be examined by the Sports Director and/or the Board of Directors to determine if a membership will be issued.
9. Members whose CRC shows a criminal conviction will be provided with the opportunity to discuss the information revealed in their CRC with the Sports Director and/or the Board of Directors.
10. Consideration will be given to the following:
- The nature of the offence for which the applicant was convicted (details including how long ago it took place),
  - Relevance to the position (is it a bona fide requirement because of the nature of the position),
  - Efforts made at rehabilitation (if any),
  - Achievements of the applicant since receiving the conviction.
11. An individual who's Criminal Records Check (CRC) establishes any of the unacceptable behaviours stated in section 6 may be denied the opportunity to coach with NWT Snowboard and/or any associated clubs or a decision may be made by the Sports Director and/or the Board of Directors that conditions be placed on the membership.
12. Once a membership has been issued, a CRC will be required every three (3) years. NWT Snowboard may request a current CRC if there are reasonable grounds to believe that the CRC is no longer accurate or the coaching license is not renewed yearly.



13. Members will not commence work until their CRC is reviewed by the person or committee designated. If there is a delay in receipt of the CRC from the CPIC, and if the member absolutely must start work prior to such receipt, the membership is conditional on the receipt of the CRC and subject to current policies.
14. All members are required to notify NWT Snowboard if they are subsequently charged with a criminal offence or are the subject of a complaint or investigation with a professional body or association.
15. NWT Snowboard will safeguard the confidentiality of criminal records checks, and will comply with all privacy legislation and requirements set out in the NWT Snowboard's Code of Conduct.
16. Confidential information is shared with others associated with NWT Snowboard only if it is necessary to the performance of their essential duties. Confidential information will only be released beyond that with the written consent of the member or when legally required.
17. Information received through the Criminal Records Check will only be used to determine if a member should be issued a membership.
18. Criminal Records Checks will be kept in the folder on the NWT Snowboard google drive. The Sports Director and/or the Board of Directors will determine who will have access to the locked information.
19. NWT Snowboard will take all reasonable steps to protect the confidentiality of personal information.
20. NWT Snowboard will retain Criminal Records Checks only as long as it remains relevant or is required by law. Personal information no longer required will be shredded. Guidance For interpretation or guidance on the application of this policy, please contact NWT Snowboard at [nwtsnowboard@gmail.com](mailto:nwtsnowboard@gmail.com). Any recommended changes or formal application of this policy resides under the authority of the NWT Snowboard Board of Directors.

### **Review and Approval**

This policy will be reviewed every even numbered year by the Sports Director and the Board of Directors

This policy was approved by NWT Snowboard's Board of Directors on the 10 day of November, 2020 and is therefore due for review and approval before the 10 day of November, 2022.