



## **Risk Management and Criminal Record Checks for Coaches and Assistant Coaches**

The principle of coaching responsibly carries the expectation that the activities and actions of coaches will benefit society in general and the participants in particular, and will do no harm. For the safety of all participants in the Jackrabbits, Racing Team, and Biathlon Team the following policy will be implemented.

This policy applies to all coaches and group leaders that work with athletes in the Bulkley Valley Cross Country Ski Club (BVXCSC) racing, biathlon, and jackrabbit programs.

### ***GENERAL POLICY***

#### ***Jackrabbits:***

The participants in the Jackrabbit and Bunny programs are considered at low risk due to the following factors:

- Leaders and volunteers are not alone with the children
- The program does not involve travel

Jackrabbit and Bunny leaders are required to:

- Abide by the BVXCSC *Coaches Code of Conduct*
- Complete coach training suitable for the age group they will be coaching; NCCP Coach training for cross-country skiing is recommended (exception may be made at the discretion of the jack rabbit program coordinator).
- Never work alone with children.
- Ensure that participants under their supervision are not alone with other adult strangers.

Criminal record checks are **not mandatory** for leaders and volunteers working with kids and youths in the Bunny and Jackrabbit program. At the discretion of the Jackrabbit program coordinator a criminal record check may be requested and then the **criminal record check policy** applies (below).

#### ***Racing Team and Biathlon Team:***

The athletes in the Racing and Biathlon programs are considered at more risk due to the following factors:

- Coaches may work individually with athletes in secluded situations.
- Coaches spend more time with the athletes as they progress in the program and will develop a personal relationship with the athletes.
- Travel and overnight stay is required for training and competition.



Racing Team and Biathlon Team Coaches (assistant and head coach) are required to:

- Abide by the BVXCSC *Coaches Code of Conduct*.
- Complete NCCP training for cross country skiing and biathlon suitable for the age group they are coaching
- Complete a criminal record check

## **CRIMINAL RECORD CHECK POLICY**

- Criminal record checks **are mandatory** for all coaches working with participants in the Racing and Biathlon programs. All coaches must have a criminal records check every two years.
- Coaches will be reimbursed for the cost of obtaining a criminal record check by the club.
- Criminal record checks will be held on file and in confidence by the club chairperson.
- The coaching coordinator is responsible for ensuring criminal record checks are completed for all active coaches.
- The club chairperson will report annually to the coaching coordinator the names of coaches with completed criminal record checks.
- If a criminal record is located for an individual the chairperson will work with a qualified third party and undertake the following steps to confirm or dismiss the criminal record:
  - compare the offense information with the relevant offenses listed in the *Criminal Code Review Act* (crimes associated with physical or sexual abuse); and,
    - if the offense is not considered relevant no further action will be taken.
    - if the offense is considered relevant the individual will be required to provide fingerprints to the RCMP for confirmation of identity.
    - if the fingerprints confirm the offense is relevant the individual will be informed that their services are not required. The chairperson must ensure that the individual is removed from or never placed in a position where he or she works with or has unsupervised access to participants.
    - if the fingerprints do not match those on record it will be concluded that no record exists.
- All criminal record checks will remain confidential and are subject to the BVXCSC *Privacy Policy*.
- Refusal by an individual to complete a criminal record check can result in removal of that individual from working with program participants.

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