



# **SCREENING POLICY**

## **Definitions**

1. The following terms have these meanings in this Policy:

- a) *“Criminal Record Check (CRC)”* – A search of the RCMP /RNC Canadian Police Information Centre (CPIC) system for adult convictions RCMP for people outside of Metro?
- b) *“Local Police Information (LPI)”* – 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)”* – a Criminal Record Check plus a search of local police information, available from SterlingBack.
- d) *“Vulnerable Sector Check (VSC)”* – a detailed check that includes a search of the RCMP / RNC Canadian Police Information Centre (CPIC) system, local police information, and the Pardoned Sex Offender database
- e) *“Vulnerable Individuals”* – A person under the age of 18 years old and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority

## **Preamble**

2. Newfoundland & Labrador 5 Pin Bowlers’ Association (NL5PBA) 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.

## **Application**

3. This Policy applies to all individuals whose position with NL5PBA is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals.
4. Not all individuals associated with NL5PBA will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to NL5PBA or to its participants. NL5PBA will determine which individuals will be subject to screening using the following guidelines (NL5PBA may vary the guidelines at its discretion):

**Level 1 – Low Risk** - Individuals involved in low-risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Individuals. Examples:

- a) Parents, youth, or volunteers who are helping out on a non-regular or informal basis

**Level 2 – Medium Risk** – Individuals involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to Vulnerable Individuals. Examples:

- a) Athlete support personnel
- b) Non-coach employees or managers
- c) Directors
- d) Officials
- e) Coaches who are typically under the supervision of another coach



**Level 3 – High Risk** – Individuals involved in high-risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with finances, and who have frequent or unsupervised access to Vulnerable Individuals. Examples:

- a) Full time coaches
- b) Coaches who travel with athletes
- c) Coaches who could be alone with athletes

### **Screening Committee**

5. The implementation of this policy is the responsibility of NL5PBA's Screening Committee which is a committee of three (3) members appointed by NL5PBA. NL5PBA will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess screening documents and render decisions under this Policy.
6. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.
7. 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 NL5PBA. 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.

### **Screening Requirements**

8. It is NL5PBA's policy that when an individual is first engaged by NL5PBA:
  - a) Level 1 individuals will:
    - i. Complete a Screening Disclosure Form (**Appendix A**)
    - ii. Participate in training, orientation, and monitoring as determined by NL5PBA
  - b) Level 2 individuals will:
    - i. Complete a Screening Disclosure Form
    - ii. Complete and provide a RNC Code of Conduct and Vulnerable Sector Check
    - iii. Participate in training, orientation, and monitoring as determined by NL5PBA
  - c) Level 3 individuals will:
    - i. Complete a Screening Disclosure Form
    - ii. Complete and provide a RNC Code of Conduct and Vulnerable Sector Check
    - iii. Participate in training, orientation, and monitoring as determined by NL5PBA
  - d) If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to NL5PBA. Additionally, the individual will inform NL5PBA of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
  - e) If NL5PBA learns that an individual has provided false, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with NL5PBA's *Discipline and Complaints Policy*.



## **Young People**

9. NL5PBA defines a young person as someone who is younger than 18 years old. When screening young people, NL5PBA will:
  - a) Not require the young person to obtain a VSC or RNC Code of Conduct; and
  - b) Require the young person to submit up to two (2) letters of reference.
10. Notwithstanding the above, NL5PBA may ask a young person to obtain a VSC or RNC Code of Conduct, if NL5PBA suspects the young person has an adult conviction and therefore has a *criminal record*. In these circumstances, NL5PBA will be clear in its request that it is not asking for the young person's *youth record*. NL5PBA understands that it may not request to see a young person's youth record.

## **Renewal**

11. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit a RNC Code of Conduct and Vulnerable Sector Check, Screening Disclosure Form, or Screening Renewal Form, are required to submit the documents as follows:
  - a) A RNC Code of Conduct and Vulnerable Sector Check every three years
  - b) A Screening Disclosure Form every three years
  - c) A Screening Renewal Form (**Appendix B**) every year
  - d) A Vulnerable Sector Check once every three years
12. The Screening Committee may request that an individual provide any of the above documents at any time. Such request will be in writing and reasons will be provided for the request.

## **Orientation, Training, and Monitoring**

13. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at NL5PBA's discretion.
14. 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.
15. Training may include, but is not limited to; certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
16. 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.
17. Monitoring may include but is not limited to; written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

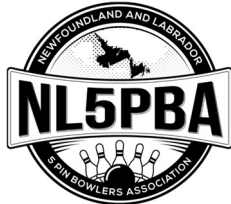


## How to Obtain an E-PIC or VSC

18. NL5PBA has joined the Coaching Association of Canada's Responsible Coaching Movement and therefore has access to the E-PIC at a discounted rate. Individuals can obtain an E-PIC via [https://www.sterlingtalentsolutions.ca/landing-pages/c/cac\\_ace/](https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_ace/)
19. Individuals may only obtain a VSC by visiting an RNC/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.
20. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
21. NL5PBA understands that it may be required to assist an individual with obtaining a VSC. NL5PBA may need to submit a Request for VSC (**Appendix C**) or complete other documentation describing the nature of the organization and the individual's role with vulnerable individuals.

## Procedure

22. Screening documents must be submitted to the NL5PBA Board of Directors.
23. 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.
24. NL5PBA understands that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, NL5PBA may permit the individual to participate in the role during the delay. NL5PBA may withdraw this permission at any time and for any reason.
25. NL5PBA 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 and may request further screening documents if deemed necessary.
26. Following the review of the screening documents, the Screening Committee will decide:
  - a) The individual has passed screening and may participate in the desired position;
  - b) The individual has passed screening and may participate in the desired position with conditions;
  - c) The individual has not passed screening and may not participate in the desired position; or
  - d) More information is required from the individual.
27. 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.
28. The Screening Committee must decide that an individual has not passed screening if the screening documentation reveals any of the following:
  - a) If imposed in the last three 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
- b) 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
- c) If imposed at any time:
  - i. An individual's conviction for any of the following *Criminal Code* offenses:
    - 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

### **Conditions and Monitoring**

29. 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 the means by which adherence to conditions may be monitored.

### **Records**

30. 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.
31. The records kept, which will be stored in a secure area, by NL5PBA as part of the screening process include but are not limited to:
- a) An individual's Vulnerable Sector Check
  - b) An individual's E-PIC (for a period of three years)
  - c) An individual's Screening Disclosure Form (for a period of three years)
  - d) An individual's Screening Renewal Form (for a period of one year)
  - e) Records of any conditions attached to an individual's registration by the Screening Committee
  - f) Records of any discipline applied to any individual by NL5PBA or by another sport organization

### **Review and Approval**

32. This Policy was last reviewed and approved by the NL5PBA Board of Directors on the 10<sup>th</sup> day of October 2025



## Appendix A – Screening Disclosure Form

**NAME:**

\_\_\_\_\_  
First Middle Last

**OTHER NAMES YOU HAVE USED:** \_\_\_\_\_

**CURRENT PERMANENT ADDRESS:**

\_\_\_\_\_  
Street City Province Postal

**DATE OF BIRTH:** \_\_\_\_\_ **GENDER IDENTITY:** \_\_\_\_\_  
Month/Day/Year

**CLUB (if applicable):** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

*Note: Failure to disclose truthful information below may be considered an intentional omission and the loss of volunteer responsibilities or other privileges*

- 1. Do you have a criminal record? If so, please complete the following information for *each conviction*. Attach additional pages as necessary.**

Name or Type of Offense: \_\_\_\_\_

Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_

Year Convicted: \_\_\_\_\_

Penalty or Punishment Imposed: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

- 2. Have you ever been disciplined or sanctioned by a sport governing body or by an independent body (e.g., private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position? If so, please complete the following information for each disciplinary action or sanction. Attach additional pages as necessary.**

Name of disciplining or sanctioning body: \_\_\_\_\_

Date of discipline, sanction or dismissal: \_\_\_\_\_

Reasons for discipline, sanction or dismissal: \_\_\_\_\_

Penalty or Punishment Imposed: \_\_\_\_\_



Further Explanation: \_\_\_\_\_

- 3. Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? If so, please complete the following information for each pending charge or sanction. Attach additional pages as necessary.**

Name or Type of Offense: \_\_\_\_\_

Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_

Name of disciplining or sanctioning body: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

#### **PRIVACY STATEMENT**

By completing and submitting this Screening Disclosure Form, I consent and authorize NL5PBA to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Enhanced Police Information Check and/or Vulnerable Sector Check (when permitted by law) for the purposes of screening, implementation of NL5PBA's *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial Sport Organizations, Sport Clubs, and other organizations involved in the governance of sport. NL5PBA does not distribute personal information for commercial purposes.

#### **CERTIFICATION**

I hereby certify that the information contained in this Screening Disclosure Form is accurate, correct, truthful and complete.

I further certify that I will immediately inform NL5PBA of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in the withdrawal of volunteer responsibilities or other privileges and/or disciplinary action.

**NAME (print):** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_



## Appendix B – Screening Renewal Form

**NAME:**

\_\_\_\_\_  
First Middle Last

**CURRENT PERMANENT ADDRESS:**

\_\_\_\_\_  
Street City Province Postal

**DATE OF BIRTH:** \_\_\_\_\_ **GENDER IDENTITY:** \_\_\_\_\_  
Month/Day/Year

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

By signing this document below, I certify that there have been no changes to my criminal record since I last submitted an Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to NL5PBA. I further certify that there are no outstanding charges and warrants, judicial orders, peace bonds, probation or prohibition orders, or applicable non-conviction information, and there have been no absolute and conditional discharges.

I agree that any Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I would obtain or submit on the date indicated below would be no different than the last Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I submitted to NL5PBA. I understand that if there have been any changes, or if I suspect that there have been any changes, it is my responsibility to obtain and submit a new Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to NL5PBA's Screening Committee instead of this form.

**I recognize that if there have been changes to the results available from the Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form, and that if I submit this form improperly, then I am subject to disciplinary action and/or the removal of volunteer responsibilities or other privileges at the discretion of the Screening Committee.**

**NAME (print):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_





## Appendix C – Request for Vulnerable Sector Check

*Note: NL5PBA will be required to modify this letter to adhere to any requirements from the VSC provider*

### INTRODUCTION

NL5PBA is requesting a Vulnerable Sector Check for \_\_\_\_\_ [insert individual's full name] who identifies as a \_\_\_\_\_ [insert gender identity] and who was born on \_\_\_\_\_ [insert birthdate].

### DESCRIPTION OF ORGANIZATION

NL5PBA is the not-for-profit national governing organization for the sport of bowling in Canada.

[Insert additional description]

### DESCRIPTION OF ROLE

\_\_\_\_\_ [insert individual's name] will be acting as a \_\_\_\_\_ [insert individual's role]. In this role, the individual will have access to vulnerable individuals.

[Insert additional information re: type and number of vulnerable individuals, frequency of access, etc.]

### CONTACT INFORMATION

If more information is required from NL5PBA, please contact the Screening Committee Chair:

[Insert information for Screening Committee Chair]

Signed: \_\_\_\_\_ Date: \_\_\_\_\_