

The Newfoundland and Labrador Fencing Association
2026.April.21
Screening Policy

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Preamble

Background screening is one of the three steps in the [Responsible Coaching Movement](#). Background screening ensures that coaches meet the important requirements to coach athletes/participants. Screening tools include comprehensive job postings, visible policies and processes, criminal record checks, interviews, and reference checks. All are equally important. This template focuses on the screening process for criminal record checks.

Definitions

“Organization” refers to: The Newfoundland and Labrador Fencing Association (NLFA)

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

- a. *“Coach”* – All coaches, managers, learning facilitators, integrated support team members and other service providers (including parents, youth and volunteers) participating in the Organization’s programs, activities and events, including but not limited to its competitions, training camps and tryouts.
- b. *“Driver’s Abstract”* – A driver’s record of their driving history which may outline any impaired charges, convictions, suspensions, and prohibitions, and the status of the driver’s license.
- c. *“Enhanced Police Information Check (E-PIC)”* – A search of local police information and the RCMP National Repository of Criminal Records to determine whether the individual has a criminal conviction for which a pardon has not been granted and whether select non-conviction information may be relevant to the screening process.
- d. *“Vulnerable Person”* – A person who, because of their age, a disability, or other circumstances, whether temporary or permanent, is in a position of dependency on others, or is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them.
- e. *“Vulnerable Sector Verification (VSV)”* – An inclusive type of check for individuals who are coaching in a vulnerable sector (such as with Vulnerable Persons), which verifies the existence of criminal records, as well as record suspensions (formerly pardons) for sex-based offences, non-conviction information, and charges related to the predation of a child or other vulnerable person.

Purpose

2. The Organization understands that screening coaches is a vital part of providing a safe sporting environment. The Organization is responsible, by law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities, and events. The purpose of screening is to identify individuals involved with the Organization’s activities who may pose a risk to the Organization and its participants.

Application of this Policy

3. The Organization will determine which individuals will be subject to screening using the following guidelines (variations from the guidelines are at the sole discretion of the Organization).

Category 1 – Low Risk – Coaches involved in low-risk coaching assignments who are not in a supervisory role, not directing others, and/or do not have access to Vulnerable Persons. Examples:

- a. Parents, youth, or volunteers who are assisting on a non-regular informal basis
- b. Event volunteers without access to the field of play and those with administrative roles at events
- c. Older athletes hosting or participating in training sessions or workshops

Category 2 – Medium Risk – Coaches involved in medium risk assignments who may be in a supervisory role, may direct others, and/or who may have limited or “in a group only” access to Vulnerable Persons. Examples:

- a. Assistant coaches or volunteer head coaches of a club
- b. Coaches who are typically under the supervision of another coach

Category 3 – High Risk – Coaches involved in high-risk assignments who occupy positions of trust and/or authority or influence over the safety, fulfillment of needs and general sport experiences of athletes, vulnerable persons, and registered participants. Coaches in this category have a supervisory role, direct others, and have access to Vulnerable Persons. Examples:

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

Screening Requirements

4. It is the Organization’s policy that:

- a. Category 1 coaches will:
 - i. Confirm their qualifications, eligibility, employment/volunteer history, extent of prior experience working with children or youth and other related experience that meet the requirements for the position
 - ii. Provide one letter of reference related to the position
 - iii. Participate in orientation as determined by the Organization
 - iv. Complete an Application Form (**Appendix A**) indicating that the individual has read and understands the Organization’s policies and procedures and signs an acknowledgement to that effect.
 - v. Complete a Screening Disclosure Form (**Appendix B**)

Unless specifically required by the Organization, Category 1 coaches do not require an E-PIC or VSV.

- b. Category 2 coaches will:

- i. Confirm their qualifications, eligibility, employment/volunteer history, extent of prior experience working with children or youth and other related experience that meet the requirements for the position
- ii. Complete and provide an E-PIC upon being retained by the Organization for the first time
- iii. Complete an Application Form (**Appendix A**) indicating that the individual has read and understands the Organization's policies and procedures
- iv. Complete a Screening Disclosure Form (**Appendix B**)
 - v. Provide a minimum of one letter of reference related to the position
 - vi. Participate in orientation as determined by the Organization
- vii. Provide a Driver's Abstract, if requested

c. Category 3 coaches will:

- i. Confirm their qualifications, eligibility, employment/volunteer history, extent of prior experience working with children or youth and other related experience that meet the requirements for the position
- ii. Complete and provide a E-PIC upon being retained by the Organization for the first time and on an annual basis thereafter (or as determined by the organization - recommend a maximum of three years)
- iii. Complete an Application Form (**Appendix A**) indicating that the individual has read and understands the Organization's policies and procedures
- iv. Complete a Screening Disclosure Form (**Appendix B**)
 - v. Provide two letters of reference related to the position sought
- vi. Participate in orientation as determined by the Organization
- vii. Obtain a Vulnerable Sector Verification (VSV), if requested (only if the coach is born before February 1, 1986). Applicants for a VSV may be required to submit a letter from the Organization (**Appendix C**).
- viii. Provide a Driver's Abstract, if requested

Category 3 coaches who have not resided in Canada for at least five (5) years must obtain the equivalent of a Vulnerable Sector Verification from any country where they have spent 183 days or more within the last five (5) years, prior to their arrival to Canada. If any of those documents are in a language other than English or French, the documents should be provided along with a translation from a certified translator.

- d. All coaches must provide any written consent that may be necessary for the Organization to conduct an E-PIC, VSV, or any other form of background or criminal check.
- e. Any coach who is charged with and/or subsequently convicted of a relevant criminal offence, must immediately report this circumstance to the Organization who will take such steps as are appropriate, including re-assignment, suspension, dismissal or expulsion, on a provisional basis and/or pending the conclusion of the investigation or criminal process.
- f. If a coach provides falsified or misleading information, the coach will immediately be removed from their position and may be subject to further discipline in accordance with the Organization's policies.

5. The implementation of this policy is the responsibility of the Screening Committee which is a committee composed of either one (1) or three (3) members. The Organization will ensure that the members appointed to the Screening Committees possess the requisite skills, knowledge and abilities to accurately screen documents and render decisions under this policy (example: legal background).
6. 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 the Organization. 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.
7. Nothing in this Policy restricts or limits the Screening Committee from requesting that the individual attend an interview with the Screening Committee if the Screening Committee considers that an interview is appropriate and necessary to screen the individual's application.
8. Nothing in this Policy restricts or limits the Screening Committee from requesting the individual's authorization to contact any professional, sporting or other organization in order to assess the individual's suitability for the position that they are seeking.
9. Nothing in this Policy restricts or limits the Screening Committee from requesting further information from the individual on more than one occasion, subject to the individual's right to insist that the Screening Committee make a decision on the basis of the information before it.
10. The Screening Committee may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.
11. When assessing an individual's screening application, the Screening Committee shall determine whether there is reason to believe that the individual may pose a risk to the Organization or to another individual.
12. If the Screening Committee determines on the basis of the individual's screening application, in addition to any further material received by it, that the individual does not pose a risk to the members of the Organization, the Screening Committee shall approve the individual's application, subject to the Screening Committee's right to impose conditions.
13. In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall be provided to the applicant and to the Board of Directors of the Organization, which may disseminate the decision as they see fit in order to best fulfil the mandate of the Organization.
14. A Participant whose screening application has been denied or revoked may not re-apply to participate in the programs or activities of the Organization for two (2) years from the date the rejected application was made.
15. The Organization may remove any member of the Screening Committee. When a position on the Screening Committee becomes vacant, either because a member has been removed or because a member has resigned, the Organization will appoint a replacement member.
16. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.

How to Obtain an E-PIC or VSV

17. E-PICs may be obtained through Sterling Backcheck [Enhanced Police Information Check \(E-PIC\)](#)
18. Residents of Newfoundland and Labrador under the jurisdiction of the ROYAL Newfoundland Constabulary (RNC) can apply online for a vulnerable sector check (VSV) through the RNC's online portal [RNC Vulnerable Sector/Criminal Record Check](#)
19. If required, the Organization will provide a letter confirming the potential position within the Organization.

Procedure

20. Screening documents must be submitted to the Screening Committee.
21. 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.
22. If an organization requests a VSV or local police check, there may be delays of up to 3 months. For this reason, we recommend the completion of an E-PIC via Sterling which will be returned within 48 hours, until the VSV or local police check is completed.
23. The Organization 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 , or not, and/or a VSV 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.
24. 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.
25. In making its decision, the Screening Committee will consider the type of , date of , and relevance of the to the position sought.
26. The Screening Committee may 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 offence involving the use of a motor vehicle, including but not limited to impaired driving
 - ii. Any offence of assault, physical or psychological violence
 - iii. Any offence involving trafficking or possession of illegal drugs
 - iv. Any offence involving conduct against public morals

- v. Any offence involving theft or fraud
- b. If imposed at any time:
 - i. Any offence involving a Minor or Minors
 - ii. Any offence involving the possession, distribution, or sale of any child-related pornography
 - iii. Any sexual offence

Conditions and Monitoring

27. If the screening documentation reveals an offence that does not automatically cause the individual to not pass screening (described in the above subsection), 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 shall have the sole and unfettered discretion to apply and remove conditions, determine the length of time for the imposition of conditions, and determine the means by which adherence to conditions may be monitored.

Renewal

28. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit an E-PIC, Screening Disclosure Form are required to submit the documents as follows:

- a. An E-PIC every three years
- b. A Screening Disclosure Form every three years
- c. A Vulnerable Sector Verification once

29. At any time, including after either the submission of an individual's application or its approval (with or without conditions), the Screening Committee may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of the Organization, could affect the assessment of the individual's suitability for participation in the programs or activities of the Organization, or the individual's interactions with other individuals involved with the Organization.

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, or is in the best interest of the public.

31. All records will be maintained for a period of 10 years. Once the retention period has been reached, the Organization will securely dispose of records in accordance with applicable laws and policies.

By completing and submitting this Screening Disclosure Form, I consent and authorize The NLFA and its member organizations 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 Verification (when permitted by law) for the purposes of screening, implementation of The NLFA and its member organizations *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial/Territorial Sport Organizations, Sport Clubs, and other organizations involved in the governance of sport. The NLFA and its member organizations do 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 The NLFA and its member organizations 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: _____

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Appendix C – Request for Vulnerable Sector Verification

The sport organization (Enter Name Here) will be required to modify this letter to adhere to any requirements from the Vulnerable Sector Verification (VSV) provider.

INTRODUCTION

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

DESCRIPTION OF THE ORGANIZATION

_____ is a not-for-profit national organization for the sport of _____ located in _____

DESCRIPTION OF ROLE

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

CONTACT INFORMATION

If more information is required from (sport/club/org), please contact: _____

Signed: _____ Date: _____