



Screening Policy

Preamble

1. The New Brunswick Equestrian Association (NBEA) and its Members understand 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 sport community.

Application of this Policy

2. This Policy applies to all individuals whose position with the NBEA or a Member in a position of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals.
3. Not all individuals associated with the NBEA or a Member will be required to obtain a Criminal Record Check or submit screening documents because not all positions pose a risk of harm to the NBEA, Members, or participants. The NBEA or a Member will determine which individuals will be subject to screening using the following guidelines (the NBEA 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:

- Athlete support personnel
- Non-coach employees or managers
- Directors
- Coaches who are typically under the supervision of another coach
- Officials

Screening Committee

The implementation of this policy is the responsibility of the Screening Committee, which is a committee composed of two members of the NBEA Executive. The NBEA and its Members will ensure that the members appointed to their respective Screening Committees possess the requisite skills, knowledge and abilities to accurately review screening documents and render decisions under this Policy.

4. 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 NBEA or for the Member, as applicable. 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.
5. 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.
 - requesting the individual's authorization to contact any professional or sporting organization or the NBEA Sport office in order to assess the individual's suitability for the position that they are seeking.
 - 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.
6. The Screening Committee may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.
7. 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 members of the NBEA or its Members.
8. An individual having been previously penalized for a prior offence shall not prevent the Screening Committee from considering that offence as part of the individual's screening application.
9. 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 NBEA, the Screening Committee shall approve the individual's application, subject to the Screening Committee's right to impose conditions.
10. 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 NBEA's Board of Directors, which may disseminate the decision as they see fit in order to best fulfil the mandate of the NBEA.
11. An Individual whose screening application has been denied or revoked may not re-apply to participate in the NBEA's programs or activities for two (2) years from the date the rejected application was made.

Screening Requirements

12. It is the policy of the NBEA and its Members that when an individual is first engaged by the NBEA:
 - a) Level 1 individuals will:
 - i. Participate in training, orientation, and monitoring as determined by the NBEA
 - b) Level 2 individuals will:
 - i. Complete an Application Form
 - ii. Complete a Screening Disclosure Form
 - iii. Complete and provide an Enhanced Police Information Check (E-PIC)
 - iv. Provide one letter of reference related to the position
 - v. Participate in training, orientation, and monitoring as determined by the NBEA
 - vi. Provide a driver's abstract, if requested
 - c) If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to the NBEA or the Member, as applicable. Additionally, the individual will inform the NBEA of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
 - d) If the NBEA or the Member 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 the *Discipline and Complaints Policy*.

Renewal

13. 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, VSC, or Screening Renewal Form, are required to submit the documents as follows:
 - a) An E-PIC every three years
 - b) A Screening Renewal Form (**Appendix A**) every year
 - c) A Vulnerable Sector Check once
14. 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 NBEA or a Member, could affect the assessment of the individual's suitability for participation in the NBEA's or a Member's programs, activities, or with any of its members.

Orientation, Training, and Monitoring

15. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at the discretion of the NBEA or the Member, as applicable.
16. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
17. At the conclusion of orientation and training, the individual may be required to acknowledge, in written form, that they have received and completed the orientation and training.

How to Obtain an E-PIC or VSC

18. An E-PIC may be obtained online via [Sterling Backcheck](#)

OR

19. The NBEA 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 [CAC - Sterling Solutions](#).
20. Individuals may only obtain a VSC by visiting an 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.

Procedure

21. 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.

Conditions and Monitoring

22. Should incidents be revealed that would cause the individual to not pass screening, the Screening Committee has the discretion to make a decision, which will be final and not subject to appeal.

Records

23. Refer to [NBEA Privacy Policy](#)

Criminal Convictions

24. An individual's conviction for any of the following *Criminal Code* offenses may result in expulsion from the NBEA and the Member and/or removal from designated positions, competitions, programs, activities and events upon the sole discretion of the NBEA or the Member:
- 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



APPENDIX A – SCREENING RENEWAL FORM

NAME:

First

Middle

Last

CURRENT PERMANENT ADDRESS:

Street

City

Province

Postal Code

DATE OF BIRTH: _____

GENDER IDENTITY: _____

PHONE: _____

EMAIL: _____

By signing this document below, I certify that there have been no changes to my criminal record since I last submitted an E-PIC and/or VSC and/or *Screening Disclosure Form* to EC. 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 E-PIC and/or VSC and/or *Screening Disclosure Form* that I would obtain or submit on the date indicated below would be no different than the last E-PIC and/or VSC and/or *Screening Disclosure Form* that I submitted to EC. 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 E-PIC and/or VSC and/or *Screening Disclosure Form* to EC's Screening Committee instead of this form.

I recognize that if there have been changes to the results available from the E-PIC and/or VSC 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 B – Screening Requirements Matrix

Risk Level	Roles	Training Recommended/Required	Screening
Level 1 Low Risk	Parents, youth, or volunteers acting in non-regular or informal basis	<p>Recommended:</p> <ul style="list-style-type: none"> • Respect in Sport for Activity Leaders 	Participate in training, orientation, and monitoring as determined by the NBEA
Level 2 Medium Risk	<ul style="list-style-type: none"> a) Athlete support personnel b) Non-coach employees or managers c) Directors d) Coaches who are typically under supervision of another coach e) Officials 	<p>Recommended based on role:</p> <ul style="list-style-type: none"> • Respect in Sport for Activity Leaders • Commit to Kids <p>Required:</p> <ul style="list-style-type: none"> • Respect in Sport Activity Leaders (National Officials) • National Coaching Certification Program (NCCP) Making Ethical Decisions (MED) (Certified Coaches) 	<ul style="list-style-type: none"> • Level 1 requirements • Provide an E-PIC