

Manitoba Alpine Ski Division Coach Screening Policy	Adopted: September 29, 2025 Last Reviewed: September 29, 2025	
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“Organization” refers to: Manitoba Alpine Ski Division

Purpose

The Organization understands that screening coaches is a vital part of providing a safe sporting environment. The Organization is responsible, 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 an organization’s activities who may pose a risk to the Organization and its participants. Coaches are valued and respected by the Organization and are viewed as a key component of the sport delivery system. It is important for coaches to be clear on their role and responsibilities and how these relate to the mission of the Organization.

Definition of Coach

A coach is any person who guides athletes to train and compete in sport. They are in a position of power and trust with their athletes regardless of the age of the athlete and the age of the coach. All MASD coaches are considered High Risk.

Definition of an Athlete

Any child, youth or adult who participates or trains in a sport with the guidance of a coach.

Levels of Risk:

High Risk - Coaches who have direct access to athletes (of any age) without parental supervision.

Background Checks

Coaches are required to obtain any of the following types of Background Checks:

- Criminal Record Check (CRC)
- Police Information Check (PIC)
- Enhanced Police Information Check (E-PIC - Sterling)
- Criminal Record and Judicial Matters Check (CRJMC - Triton)

Generally, a Criminal Record Check and Police Information Check (CRC-PIC) may be obtained from local RCMP detachments and/or local police services and are free for volunteers. However, obtaining the results of the CRC-PIC may take as long as two weeks.

Instead of obtaining a CRC-PIC, the Organization recommends that coaches obtain a E-PIC from Sterling BackCheck.

Finally, coaches who have obtained a CRC-PIC, E-PIC or CRJMC, within the last two years are not required to obtain the results of these checks again. Proof of the E-PIC needs to be uploaded to

SnowReg as requested bi-annually, and submitted to Alpine Canada. All coaches registered with the organization, or their Home Ski Club, also need to follow the ACA-CSC Coach Policies set out by Alpine Canada. Refer to [Alpine Canada | Long-Term Athlete Development | ACA-CSC Coach Policies](#).

Criminal background record checks are valid for two (2) years/seasons.

All Criminal record checks must be valid for the entire season at the time of dues payment and renewal.

Coaches will be required to complete a new criminal background check at the time of registration renewal if the criminal record check will not be valid for the entire season.

Screening Matrix

The Organization has assigned a level of risk to all Coaches of High (described in **Appendix B**).

The matrix below explains which screening requirements are necessary for each coach role.

Coach Role	Level of Risk	Screening Requirements	Frequency of Requirements
Competition coach	High	Respect in Sport (RIS), Rule of Two Background Check: CRC-PIC, E-PIC <i>or</i> CRJMC	Background Check: Every two years. RIS: Every five years
Performance coach	High	Respect in Sport (RIS), Rule of Two Background Check: CRC-PIC, E-PIC <i>or</i> CRJMC	Background Check: Every two years. RIS: Every five years
Professional coach	High	Respect in Sport (RIS), Rule of Two Background Check: CRC-PIC, E-PIC <i>or</i> CRJMC	Background Check: Every two years. RIS: Every five years

Rejection and Appeal

The Head Coach of the Home Ski Club reserves the right to reject the participation of any coach whose screening results reveal a prior conviction(s). However, the coach's rejection may be appealed to the Home Ski Club's Board of Directors or Appeal Committee. When determining whether to accept or deny the appeal, the Home Ski Club's Board of Directors or Appeal Committee will consider the relevance of the infraction, efforts at rehabilitation, and the date of the infraction.

Appeals should be submitted to Home Ski Club's Board of Directors or Appeal Committee. The Appeal Committee may request more information from the Appellant coach. The results of the appeal will be provided to the Appellant within one month of the appeal.

Other Considerations

Valid Driver's License - Any coach entrusted to drive a vehicle provided by the Organization (including but not limited to rented vehicles or own vehicles), is required to have a valid Driver's License. All Drivers will need the appropriate class of license to drive the type of vehicles used.

Delays – The Head Coach of the Home Ski Club recognizes that there may be delays in obtaining the results of a background check. Generally, the coach will not be permitted to participate in the role during the delay unless the results of the check have been completed. However, if there is a delay in obtaining the results, the Head Coach of the Home Ski Club may approve the coach's participation if the coach can prove the process has begun, sits for an interview with the Head Coach of the Home Ski Club and the coach has provided at least two character references.

Coaches under 18 years of age- for anyone under the age of 18 who is considered a coach, they will not need a Criminal Background Check. They will need reference checks, Respect in Sport, Rule of 2 training and are never to be left alone with an athlete.

Safe Sport - Alpine Canada Alpin has adopted the Canadian Safe Sport Program (CSSP), which is in effect as of April 1, 2025. All active coaches within the organization need to complete the Safe Sport Program. See [Canadian Safe Sport Program | Canadian Centre for Ethics in Sport](#).

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: _____ **EMAIL:** _____

Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements.

Note: Add questions & responses from 1-5 into AM for upcoming season.

1. Have you ever been convicted of a crime for which a pardon has not been granted, including possession or trafficking of an illegal substance?

Yes _____ No _____ If yes, please describe below for each conviction:

Name or Type of Offense:

Name and Jurisdiction of Court/Tribunal:

_____ Year Convicted: _____

Penalty or Punishment Imposed:

Further Explanation:

2. Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you?

Yes _____ No _____ If yes, please explain for each pending charge:

Name or Type of Offense:

Name and Jurisdiction of Court/Tribunal:

Further Explanation:

3. Has any civil court made a finding, judgment or ruling against you, or have you entered into an out of court settlement relevant to the profession of coaching, the sport or any other sport?

Yes _____ No _____ If yes, please describe each finding, judgment or ruling below:

Civil Court Finding:

_____ Out of Court Settlement: _____

Type of Offense or Finding:

Year of Offense or Settlement:

Penalty or Punishment Imposed:

Further Explanation:

4. Have you ever been dismissed from a position due to allegations of ethical or moral misconduct?

Yes _____ No _____ If yes, please describe below:

Name of applicable Organization: _____

_____ Date of Dismissal: _____

Reason for Dismissal: _____

5. Have you ever been disciplined or sanctioned by an independent body (sport body, private tribunal, government agency, etc.) for which a pardon has not been granted?

Yes _____ No _____ If yes, please describe below:

Name or Type of Offense: _____

Name and Independent Body: _____

_____ Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

Certification

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

I further certify that I will immediately inform Head Coach of my Home Ski Club of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in termination of membership and/or further discipline.

Signature: _____ Date: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, you consent and authorize the Organization to collect, use and disclose your personal information, including all information provided on the Screening Disclosure Form, Background Check and/or Vulnerable Sector Check for the purposes of screening, administering membership services and communicating with Provincial Sport Organizations, Host Societies, and other organizations involved in the governance of the sport. The Organization does not distribute personal information for

commercial purposes.

Appendix B – Coach Roles

High Risk

Competition Coach

These are coaches working with athletes who compete in their local community and throughout the province. Athletes and teams may also travel out of province to compete in tournaments without parental supervision. This includes high school coaches and club travel teams. These coaches may take NCCP sport specific certification in the Competition Introduction stream of the NCCP. These coaches would coach beyond 3 months. They Members of a PSO.

Performance Coach

These are coaches who work with elite club programs, provincial, Canada Games Teams, and University and College programs. These coaches may take sport specific NCCP certification in the Competition Development stream of the NCCP. These coaches may take athletes away to competition without parent supervision.

Professional Coach

These are coaches that work with a club, provincial sport organizations and universities in a full-time/part time employed capacity. These coaches require a minimum of Competition Development certification in the NCCP but may require additional sport specific requirements.