



## **Biathlon Alberta Staff, Contractor and Volunteer Screening Policy**

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Persons who are in direct contact with athletes and who are in positions of trust and authority shall be screened by Biathlon Alberta.

Screening is a constant process of observation, evaluation and review. The following procedures will be followed for any person the Association feels should be screened for a position with Biathlon Alberta.

1. Provide a (written) description of what is expected for the Position
  - Responsibilities and expectations to be clearly set out by job descriptions, descriptions of volunteer roles on sign up forms and our Code of Conduct which applies to everyone.
2. Determination of risk.
  - The higher the risk the higher the screening level.
3. Conduct an interview.
  - Talk to the potential staff member/volunteer about their background, skills, interests and availability.
  - Ask for references.
4. Request a Police Information Check and Vulnerable Sector Search
  - Police checks are reserved for those who will be in direct contact with athletes and who are in positions of trust and authority over athletes (coaches, technicians, manager, and support staff). A record of criminal convictions means the application will be reviewed and a decision will be made taking the type of conviction into consideration before being approved for coaching or volunteering for Biathlon Alberta. Many offences are pardonable and Biathlon Alberta respects said pardons. However, a Criminal Record Check may indicate a pardon with respect to a sexual offence, which will make the applicant ineligible. Other information provided on the Police Information Check will be considered in determining eligibility.

(Update Checks need to be completed and submitted every 2 years)

## **Police Information Checks**

Checks can be requested at local police stations and the RCMP.

Two pieces of government-issued identification, one of which must have a photograph.  
Once the Information check has been completed, it must be submitted to Biathlon Alberta.