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Biathlon Alberta

Screening Policy

July, 2025

SCREENING POLICY

Definitions

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

    a) ***Criminal Record Check (CRC)*** – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions.

    b) ***Enhanced Police Information Check (E-PIC)*** – a Criminal Record Check plus a search of Local Police Information, available from Sterling Backcheck.

    c) ***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.

    d) ***Vulnerable Sector Check (VSC)*** – A detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, Local Police Information, and the Pardoned Sex Offender database.

Preamble

2. Biathlon Alberta 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 sport community.

Application of this Policy

3. This Policy applies to all individuals whose position with Biathlon Alberta is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Participants.

4. Not all individuals associated with Biathlon Alberta will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to Biathlon Alberta or participants. Biathlon Alberta will determine which individuals will be subject to screening using the following guidelines (Biathlon Alberta may vary the guidelines at their discretion):

    Level 1 – Low Risk – Participants 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 Participants. Examples:

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

Level 2 – Medium Risk – Participants 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 Participants. Examples:

a) Non-coach employees or managers;

b) Directors;

c) Wax technicians who are typically under the supervision of another coach or technician;

d) Coaches who are typically under the supervision of another coach; or

e) Officials: Technical Delegate.

Level 3 – High Risk – Participants 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 Participants. Examples:

a) Head coaches;

b) Athlete support personnel;

c) Coaches who travel with Athletes;

d) Head wax technician; or

e) Coaches who could be alone with Athletes.

Screening Committee

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). Biathlon Alberta will ensure that the members appointed to their respective Screening Committees possess the requisite skills, knowledge and ability to accurately screen documents and render decisions under this Policy.
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 Biathlon Alberta. 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 Biathlon Alberta, or to another individual.
12. 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.
13. 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 Biathlon Alberta, the Screening Committee shall approve the individual's application, subject to the Screening Committee's right to impose conditions.
14. 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 Biathlon Alberta, which may disseminate the decision as they see fit in order to best fulfil the mandate of Biathlon Alberta.
15. A Participant whose screening application has been denied or revoked may not re-apply to participate in the programs or activities of Biathlon Alberta for two (2) years from the date the rejected application was made.

Screening Requirements

16. A Screening Requirements Matrix is provided as **Appendix A**.
17. It is the policy of Biathlon Alberta that when an individual is first engaged by the

organization:

a) Level 1 individuals will:

   i. Complete an Application Form (**Appendix B**);

   ii. Complete a Screening Disclosure Form (**Appendix C**); and

   iii. Participate in training, orientation, and monitoring as described in the Screening Requirements Matrix (**Appendix A**).

b) Level 2 individuals will:

   i. Complete an Application Form;

   ii. Complete a Screening Disclosure Form;

   iii. Complete and provide an E-PIC;

   iv. Provide one reference related to the position ;

   v. Participate in training, orientation, and monitoring as described in the Screening Requirements Matrix (**Appendix A**); and

   vi. Provide a driver's abstract, if requested.

c) Level 3 individuals will:

   i. Complete an Application Form;

   ii. Complete a Screening Disclosure Form;

   iii. Complete and provide an E-PIC and a VSC; these checks must be completed at least once every three years.

   iv. Provide two references related to the position;

   v. Participate in training, orientation, and monitoring as described in the Screening Requirements Matrix (**Appendix A**); and

   vi. Provide a driver's abstract, if requested.

d) If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to Biathlon Alberta. Additionally, the individual will inform the organization of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.

e) If Biathlon Alberta 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.*

Young People

18. Biathlon Alberta defines a young person as someone who is younger than 18 years old. When screening young people, Biathlon Alberta will:

    a) Not require the young person to obtain a VSC or E-PIC; and

    b) In lieu of obtaining a VSC or E-PIC, require the young person to submit up to two (2) additional letters of reference.

19. Notwithstanding the above, Biathlon Alberta may ask a young person to obtain a VSC or E-PIC if the organization suspects the young person has an adult conviction and therefore has a criminal record. In these circumstances, the organization will be clear in its request that it is not asking for the young person's *youth record*. Biathlon Alberta understands that they may not request to see a young person's youth record.

Renewal

20. 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, or Screening Renewal 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 Screening Renewal Form (**Appendix D**) every year; and

    d) A Vulnerable Sector Check once every three years.

21. 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 Biathlon Alberta, could affect the assessment of the individual's suitability for participation in the programs or activities of Biathlon Alberta, or the individual's interactions with other individuals involved with Biathlon Alberta.

Orientation, Training, and Monitoring

22. The type and amount of orientation, training, and monitoring will be based on the

individual's level of risk, at the discretion of Biathlon Alberta.

23. 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.
24. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
25. 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 (**Appendix E**).
26. 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

27. Biathlon Alberta has joined the Coaching Association of Canada's Responsible Coaching Movement and therefore has access to the E-PIC at a discounted rate. Participants can obtain an E-PIC via https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_ace/
28. Participants 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.
29. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
30. Biathlon Alberta understands that they may be required to assist an individual with obtaining a VSC. A Request for VSC (**Appendix E**) may need to be submitted or other documentation may need to be completed that describes the nature of the organization and the individual's role with Vulnerable Participants.

Procedure

31. Screening documents must be submitted to the Screening Committee **Biathlon Alberta Executive Director at GM@biathlon.ca**
32. 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.

33. Biathlon Alberta understands that there may be delays in receiving the results of an E-PIC or a VSC. At the discretion of Biathlon Alberta, an individual may be permitted to participate in the role during the delay. This permission may be withdrawn at any time and for any reason.

34. Biathlon Alberta 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.

35. 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.

36. In making its decision, the Screening Committee will consider the type of offence, date of offense, and relevance of the offense to the position sought.

37. The Screening Committee may decide that an individual has not passed screening if the screening documentation reveals any of the following:

    a) <u>If imposed in the last ten years</u>:

        i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving;

        ii. Any offense involving conduct against public morals; or

        iii. Any offense involving theft or fraud.

    b) <u>If imposed at any time</u>:

        i. Any offense involving a Minor or Minors;

        ii. Any offense of assault, physical or psychological violence;

        iii. Any offense involving trafficking or possession of illegal drugs;

iv. Any offense involving the possession, distribution, or sale of any child-related pornography; or

v. Any sexual offense.

Conditions and Monitoring

38. 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 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.

Records

39. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, for use in legal, quasi-legal, or disciplinary proceedings.

40. The records kept 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; and

f) Records of any discipline applied to any individual by Biathlon Alberta.

Policy History	
Approved	October 2025
Next Review Date	October 2027

Appendix A – Screening Requirements Matrix

Risk Level	Roles (Note Young People Exception Below)	Training Recommended/Required	Screening
Level 1 Low Risk	a) Parents, youth or volunteers acting in non-regular or informal basis	Consult Biathlon Canada Safe Sport Policy, section 12, Training.	• Complete an Application Form (**Appendix B**) • Complete a Screening Disclosure Form (**Appendix C**) • Participate in training, orientation, and monitoring as determined by the organization
Level 2 Medium Risk	a) Non-coach employees or managers b) Directors c) Wax technicians who are typically under supervision of another coach or technician d) Coaches who are typically under supervision of another coach. e) Officials: Technical Delegate	Consult Biathlon Canada Safe Sport Policy, section 12, Training.	• Level 1 Requirements • Complete and provide an E-PIC • At least one reference provided. • Provide a driver's abstract, if requested
Level 3 High Risk	a) Head Coaches b) Athlete support personnel c) Coaches who travel with Athletes	Consult Biathlon Canada Safe Sport Policy, section 12, Training.	• Level 2 Requirements • Provide a VSC renewed every 3 years

	d) Head wax technician e) Coaches who could be alone with Athletes		• At least two references provided.

Young People

Biathlon Alberta defines a young person as someone who is younger than 18 years old. Anyone under 18 years old should be under the supervision of an appropriately screened individual over the age of 18. When screening young people, Biathlon Alberta will:

a) Not require the young person to obtain a VSC or E-PIC; and
b) In lieu of obtaining a VSC or E-PIC, require the young person to submit up to two (2) additional references.

Appendix B – Application Form

Note: Participants who are applying to volunteer or work within certain positions with Biathlon Alberta *must complete this Application Form. Participants need to complete an Application Form once for the position sought. If the individual is applying for a new position within* Biathlon Alberta*, a new Application Form must be submitted.*

NAME: _____
First Middle Last

CURRENT PERMANENT ADDRESS:

_____
Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY**: _____
Month/Day/Year

EMAIL: _____ **PHONE**: _____

POSITION SOUGHT: _____

By signing this document below, I agree to adhere to the policies and procedures of Biathlon Alberta, including but not limited to the *Code of Conduct and Ethics*, *Conflict of Interest Policy*, *Privacy Policy*, and *Screening Policy*. Policies are located at the following link: http://biathloncanada.ca/policies-procedures-and-guidelines/

I recognize that I must pass certain screening requirements depending on the position sought, as outlined in the *Screening Policy*, and that the Screening Committee will determine my eligibility to volunteer or work in the position.

NAME (print): _____ **DATE**: _____

SIGNATURE: _____

Appendix C – 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. **Have you been convicted of a crime? 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

Biathlon Alberta 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 the Screening Policy, administering membership services, and communicating with National Sport Organizations, Provincial/Territorial Divisions, Clubs, and other organizations involved in the governance of sport. Biathlon Alberta 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 Biathlon Alberta 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 D – 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 and/or Driver's Abstract ("Personal Document") to Biathlon Alberta. 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 Personal Document that I would obtain or submit on the date indicated below would be no different than the last Personal Document that I submitted to Biathlon Alberta. 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 Personal Document to Biathlon Alberta's Screening Committee instead of this form.

I recognize that if there have been changes to the results available from any Personal Document and 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 E – Orientation and Training Acknowledgement Form

1. I have the following role(s) with Biathlon Alberta(circle as many as apply):

   Parent / Guardian Coach Director / Volunteer

   Athlete Official Committee Member

2. As an individual affiliated with Biathlon Alberta, I acknowledge I have received completed the following orientation and training:

Name of Training or Orientation:

Instructor: _____ Date Completed: _____

Name of Training or Orientation:

Instructor: _____ Date Completed: _____

Name of Training or Orientation:

Instructor: _____ Date Completed: _____

_____	_____	_____
Name	Signature	Date

Appendix F – Request For Vulnerable Sector Check

To: Police Service

From: Biathlon Alberta, Screening Committee
1995 Olympic Way, #100
Canmore, Alberta T1W 2T6
(403) 609-4745

This letter will confirm that. _____ has applied to become a volunteer with Biathlon Alberta. In this role, the individual will have access to vulnerable individuals. As part of the Registration and Screening process of our organization, all volunteers are required to provide a current ***Enhanced Police Information Check (E-PIC)*** and a **Vulnerable Sector Check (VSC)**.

Volunteer Information: Name:

Address:

Telephone:

Birthdate: Gender:

As the provincial governing body for the sport, Biathlon Alberta is a not-for-profit organization that is committed to the promotion, development and maintenance of all aspects of the sport of biathlon in Alberta. Our organization is open to athletes, coaches, officials and volunteers of all ages with a particular focus on our youth (<12 to 18 years old) sport and training programs.

We are aware that some police jurisdictions provide the Police Record Check without charge or

at a reduced charge for individuals seeking volunteer roles primarily to serve a vulnerable sector of the population. Biathlon Alberta does qualify as it is a non-profit organization that provides a service to a vulnerable sector. We would appreciate any consideration you could provide in this manner.

If more information is required from Biathlon Alberta, please contact the Screening Committee Chair:
Biathlon Alberta Executive Director at GM@biathlon.ca

Signed: _____ Date: _____