



# Policy 2 – Screening, Safe Recruitment, Registration & Eligibility Policy

**Club Name:** Manitoba Rush FC

**Policy Version Number:** Version 2.0

**Effective Date:** May 2026

**Approved By:** Board of Directors

**Next Review Date:** April 2027

## 1. Purpose

This policy establishes the minimum screening, onboarding, registration, insurance, and eligibility standards required before any person participates in Manitoba Rush FC programming or operates in a position of authority.

## 2. Scope

This policy applies to players, parents, coaches, assistant coaches, technical staff, team managers, volunteers, Board members, contractors, and any person who has recurring access to participants or participant information.

## 3. Policy Statement

No participant may take part in regular Club activity, and no adult may serve in a position of authority, until the person is properly registered and has completed the screening, training, and onboarding requirements applicable to their role.

Requirements may vary according to the Club's current operating model, but participant safety, insurance, registration, and screening standards must always be met.



## 4. Key Definitions

**Position of authority:** any role involving supervision, instruction, evaluation, transportation, room checks, digital communication, medical support, or decision-making affecting participants.

**Screened role:** a role requiring one or more formal screening measures before participation.

**Good standing:** status in which an individual has completed required registration, screening, training, declarations, payments, and insurance-related requirements, and is not suspended or otherwise restricted.

## 5. Roles and Responsibilities

### 5.1 Registrar

The Registrar will maintain registration records, confirm eligibility, and issue or withhold clearance status.

### 5.2 Safe Sport Officer

The Safe Sport Officer will oversee role-risk classification, screening requirements, and storage of screening compliance records.

### 5.3 Technical Director and Board

The Technical Director and Board will ensure only cleared personnel are appointed to positions of authority.

## 6. Screening and Registration Standards

### 6.1 Minimum Rule

The Club will apply a risk-based screening approach. Individuals with direct or recurring contact with minors, access to sensitive information, or authority over participants will be subject to more robust screening.



## **6.2 Registration Requirements for Players**

Before a player participates, the Club must have:

- completed registration
- emergency contact information
- medical disclosure information as required
- required waivers and consents
- payment, approved payment plan, or approved financial-aid arrangement
- confirmation of applicable insurance coverage
- any registration, rostering, waiver, or other administrative entries required under the Club's current operating model

## **6.3 Registration Requirements for Adults**

Before an adult serves in a screened role, the Club must have, as applicable:

- completed role application or appointment form
- confirmation of identity
- criminal record and vulnerable sector screening where required
- child abuse registry screening where required
- required safe sport or respect training
- role-specific coach or official education
- signed code of conduct, conflict-of-interest, confidentiality, and privacy acknowledgements
- any rostering, registration, insurance, or administrative entry required under the Club's current operating model

## **6.4 Baseline Screening Matrix**

The Club will maintain and publish an internal screening matrix. At minimum:

- Board members, technical staff, coaches, assistant coaches, team managers, medical support persons, and travel chaperones must complete the full screening package for their role
- recurring volunteers with direct participant access must complete the screening package determined by the Safe Sport Officer
- occasional supervised volunteers may be subject to a reduced screening standard but may not be placed in unsupervised or one-to-one, disciplinary, evaluative, transportation, travel, or team-management situations



- Parents or guardians assisting only in occasional, supervised, non-authority tasks, such as helping with substitutions in the Rush Roots (Mini) Program under the direction of a coach or Club official, are not required to complete criminal record or vulnerable section screening solely for that assistance.
- parents who are merely spectators are not screened unless they assume a designated role or exercise direct authority over players

## **6.5 Renewal Cycle**

Where a stricter standard is not imposed by law, insurer, or another applicable requirement, criminal-record-based screening and child-abuse-registry checks will be renewed at least every three years, with annual declarations confirming no new disqualifying information.

## **6.6 Conditional Participation**

Conditional participation is exceptional and must be documented. No individual may conditionally participate in a way that creates unsupervised access to minors or access to sensitive Club systems before clearance.

## **6.7 Eligibility**

The Club will approve participants only into activities properly authorized under its current operating model. Individuals may not participate while:

- unregistered
- uninsured where insurance is required
- under suspension
- lacking required screening or certification
- restricted by another authority where applicable
- otherwise deemed ineligible under Club rules

# **7. Safe Recruitment and Appointment Process**

## **7.1 Recruitment Principles**

Recruitment and appointment will be based on competence, suitability, safety, alignment with Club values, and role risk.



## **7.2 Interview and Reference Process**

For higher-risk roles, the Club may require interviews, reference checks, practical evaluations, or probationary oversight in addition to formal screening.

## **7.3 Disqualification and Restrictions**

The Club may refuse, suspend, or limit appointment where an applicant:

- fails screening
- provides incomplete or misleading information
- refuses required training or declarations
- has conduct history that presents an unreasonable safety or integrity risk
- is otherwise restricted by law or another applicable requirement

## **8. Record Keeping and Confidentiality**

Screening records and sensitive documents must be stored securely with access limited to authorized persons. The Club will retain only what is reasonably necessary for compliance and risk management.

## **9. Non-Compliance**

Individuals who fail to maintain current registration, screening, training, declarations, insurance requirements, or acknowledgements may be removed from duty or declared ineligible until the deficiency is resolved.

## **10. Related Policies**

Policies 1, 9, 12, 14, 16, and 17.

## **11. Review and Policy Owner**

**Policy owner:** Registrar and Safe Sport Officer

**Review authority:** Board of Directors