

Rugby Manitoba Coach Screening Policy

Approved by and date:	March 27, 2026
Effective date:	April 1, 2026
Scheduled review date:	March 2027

“Organization” refers to: Rugby Manitoba

Purpose

Screening *Coaches* is a vital part of providing a safe sporting environment. The *Organization* is responsible, by law, 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 the *Organization’s* activities who may pose a risk to the *Organization* and its *Participants*.

Definition of Coach

An individual who is authorized or recognized by the *Organization* to provide instruction and direction to *Participants* in a sport. A list of Coach roles and their levels of risk is provided in **Appendix B**.

Definition of an Athlete

An individual who is an *Athlete Participant* in the *Organization*.

1. Organization's Coach screening policy requirements:

Levels of Risk:

High Risk - Coaches who have direct access to athletes (of any age) without parental supervision. (e.g. all Manitoba and Canada Games Coaches).

Medium Risk - Coaches who are under the supervision of other coaches and there is no opportunity to be alone with an athlete. (e.g. junior Coaches who do not travel with the team).

Low Risk - Coaches who are under full time parent/guardian supervision (e.g., community-based coaches). There is no travel involved and no opportunity to be alone with an athlete.

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)

- The Organization recommends that coaches obtain a Enhanced Police Information Check (E-PIC - Sterling) or a Criminal Record and Judicial Matters Check (CRJMC - Triton).

Finally, coaches who have obtained a CRC-PIC, E-PIC or CRJMC from another organization within the last five years are not required to obtain the results of these checks again. Instead, the coach can provide a letter from their employer or sport organization verifying that the checks have been completed. The letter must include the coach's name, birthdate, the date the checks were completed, and a signature from a representative of the organization or employer. In addition to the letter, the coach must submit a Screening Disclosure Form (**Appendix A**).

2. Minimum screening requirements based on risk and role of the Coach

Screening Matrix

The Organization has assigned a level of risk to each Coach role (described in **Appendix B**). The minimum requirements are outlined in the table below and typically consist of Respect in Sport (RIS) for Activity Leaders, along with a *Background Check* of some kind. In addition, *Coaches* are expected to adhere to the *Rule of Two*. If an *Organization* wishes to go above and beyond these requirements, such as requiring *Vulnerable Sector Checks* or *Child Abuse Registry Checks*, that is at their discretion.

Coach Role	Level of Risk	Screening Requirements	Frequency of Requirements
Youth Coach (non-contact)	Medium	Respect in Sport Background Check: CRC-PIC, E-PIC <i>or</i> CRJMC	RIS & Background Check: Every five years Screening Disclosure form annually
Youth Coach (intro to contact)	Medium	Respect in Sport Background Check: CRC-PIC, E-PIC <i>or</i> CRJMC NCCP Community Initiation / WR Level 1 (head coach)	RIS & Background Check: Every five years Screening Disclosure form annually
Youth Coach (contact)	High	Respect in Sport Background Check: CRC-PIC, E-PIC <i>or</i> CRJMC NCCP Community Initiation / WR Level 1 (all coaches)	RIS & Background Check: Every five years Screening Disclosure form annually
Senior level (head coach)	High	Respect in Sport Background Check: CRC-PIC, E-PIC <i>or</i> CRJMC NCCP Community Initiation / WR Level 1 (head coach)	RIS & Background Check: Every five years Screening Disclosure form annually

3. Process for Background Check alert

In the event that a *Background Check* returns an alert for a *Coach*, it is the responsibility of each *Organization* to establish a formal process for reviewing and addressing such cases.

4. Process for screening Coaches under 18

Background Checks for *Coaches* under the age of 18 may not yield the same level of information as those conducted for adults. *Organizations* must establish clear procedures for screening minors, which may include alternative methods, such as reference checks or other appropriate vetting practices.

5. Board Approval & Review: *Coach* screening policies must be approved by the *Organization's* board and reviewed every three (3) years.

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 Organization 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 Organization may approve the coach's participation if the coach can prove the process has begun, sits for an interview with the Organization and the coach has provided at least two character references.

Appendix A – Screening Disclosure Form

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 the Organization 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 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

Low Risk

6 week Community Club Coach

These *Coaches* are never alone with an *Athlete* and have parent supervision at all times. No travel occurs, local competition only. These *Coaches* do not take any *NCCP* and may be provided with pre-planned practice plans. The typical season lasts 4-6 weeks. May or not be members of an *Organization*.

Medium Risk

Community Coach

These are *Coaches* who are working primarily with *Athletes* in the community in a recreational setting. These are programs that happen in the local community and involve only local travel for participation. Often short term seasonal (6 weeks & up). These *Coaches* may or may not take *NCCP* sport specific certification in the community or Instruction beginners' stream of the *NCCP*. Typically they are members of an *Organization*.

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 are members of an *Organization*.

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.