

## CCA SCREENING POLICY

It is CCA's policy that coaches and any other persons in volunteer or paid positions within Cross Country Alberta who are in direct contact with minors and athletes be required to complete a certified criminal record check prior to any appointment.

As part of the hiring/appointing process, CCA shall require applicants/candidates to submit a resume with at least two references, neither of which shall be a friend or family member.

CCA is required to review all coaching, volunteer and paid positions currently in place to determine if the nature of the duties and the environment in which those duties are carried out necessitate a criminal check.

This policy recognizes that criminal record checks are most appropriately linked to a position or job, not to an individual.

### *Guiding Principles*

1. Only those working in direct contact with minors and athletes need to undergo a criminal check.
2. Determining whether a particular position requires a check shall be done by CCA and any requirement shall be included in the job description.
3. It shall be the responsibility of any applicant for the position requiring a check to provide a valid criminal record check during the final selection and offer process.
4. Criminal record checks must be current.
5. It is a requirement that submitted references be contacted, reviewed and taken into consideration in the hiring or appointing process. Not doing so may be considered willful blindness on the part of the hiring/appointing body. References should be asked:
  - a) about how the individual interacts with minors and athletes and
  - b) if they have ever seen any inappropriate interaction or behaviour that might concern them.

### *Criminal Records Checks*

The Canadian Criminal Records Information Service (CCRIS) manages the central repository of criminal records information. The CCRIS also provides a variety of services related to criminal records.

Information is also available for applications within and outside of Canada. This will facilitate the process for any foreign applicants.

Instructions on how to obtain a *certified* criminal record check can be found on the CCRIS web page: <http://www.rcmp-grc.gc.ca/html/crimrec.htm#>