



2018 - 2019 Volleyball Alberta Screening Process

Updated November 19, 2018

Screening of personnel and volunteers is an important part of providing a safe sporting environment. Volleyball Alberta is responsible by law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. Volleyball Alberta is committed to fulfilling the duty of care it owes to its members. **Police Information Checks should be completed PRIOR to an individual working with a club, athletes, or for Volleyball Alberta.**

Volleyball Alberta REQUIRES mandatory [Enhanced Police Information Checks \(E-PIC\)](#) & [Screening Disclosure forms \(SDF\)](#) for all rostered **Team Staff (Coaches, Managers, Team Contacts, Trainers)** at Volleyball Alberta tournaments. Volleyball Alberta will be collecting the completion dates for these forms from club representatives. Please see [FAQ's #5](#) for Team Staff under the Age of Majority.

NEW FOR 2019: Volleyball Alberta REQUIRES mandatory [Enhanced Police Information Checks \(E-PIC\)](#) & [Screening Disclosure forms \(SDF\)](#) for all **Club Directors**. These forms will be collected by Volleyball Alberta. Please note: If a Club designate other than the Club Director will be responsible for checking and submitting the screening document information for their club to Volleyball Alberta, the Club Designate will REQUIRE an E-PIC and SDF.

Volleyball Alberta REQUIRES mandatory [Enhanced Police Information Checks \(E-PIC\)](#) & [Screening Disclosure forms \(SDF\)](#) for all **Referees**. These forms will be collected by Volleyball Alberta.

Volleyball Alberta STRONGLY RECOMMENDS [Enhanced Police Information Checks \(E-PIC\)](#) & [Screening Disclosure forms \(SDF\)](#) for all individuals in **leadership roles** who work with athletes. This includes all **Board Members, Administrators, Chaperones and Persons who manage finances** (these individuals have access to personal information). Police Information Checks for these personnel would be managed by their respective volleyball club as per their organization's policy.

If there are any disclosures, inconclusive, or positive results, the Club Director or Designate is to blank out the person's name and forward the SDF/E-PIC to the Volleyball Alberta Executive Director (tgagnon@volleyballalberta.ca). The Executive Director will forward the information to the Screening Committee for review. The Screening Committee will use the [Volleyball Alberta Screening Policy](#) to determine if the Coach is allowed to participate within Volleyball Alberta. This decision will be then returned to the Executive Director and Club Director or Designate.



Volleyball Alberta's policy states that Enhanced Police Information Checks are valid for three (3) years from the date of completion. The Volleyball Alberta [Screening Disclosure form](#) must be completed and submitted on a yearly basis.

Referees

Volleyball Alberta REQUIRES Referees to submit their E-PIC and SDF directly to Volleyball Alberta via:

https://volleyballalberta.formstack.com/forms/2019_referee_screening

Club Directors (and Screening Designates)- NEW FOR 2019:

Volleyball Alberta REQUIRES Club Directors to submit their E-PIC and SDF directly to Volleyball Alberta via:

https://volleyballalberta.formstack.com/forms/2019_club_director_screening **BY DECEMBER 1.**

Please note: If a Club Designate other than the Director will be responsible for checking and submitting the Screening document information for their club to Volleyball Alberta, the Club Designate will ALSO need to submit their documentation directly to Volleyball Alberta:

https://volleyballalberta.formstack.com/forms/2019_club_director_screening

Team Staff

The **Club Director/Designate** will need to submit the screening document information for all rostered Team Staff by the tournament PIC Deadline (same as Roster Lock). Information is submitted via the online form found at: https://volleyballalberta.formstack.com/forms/2019_pic_sdf_club_sign_off_sheet

Team Staff without valid E-PIC's/SDF's submitted by their club prior to the respective Tournament PIC deadline **will be removed from the roster and will not be able to sit on the bench.** Information submitted after the respective Tournament Roster Lock deadline will only be processed for the **subsequent** Tournament.



Online Service Provider

Beginning in the 2017- 2018 season, Volleyball Alberta joined our counterparts at the Coaching Association of Canada to partner with **Sterling Talent Solutions**. Sterling Talent Solutions provides an **online, secure, and convenient** way to obtain an Enhanced Policy Information Check (E-PIC). Their results are forgery-proof which gives confidence to the organization that results have not been tampered with. The results are back in one business day, allowing people to be placed almost immediately. Additionally, people can share their results securely with other organizations where they work or volunteer with 24/7/365 access through their software. The cost per check is \$25. While some police services may charge less we believe the benefits outweigh the additional cost (reduced travel costs, less time off work required, speed, security).

Applicants can initiate and pay for their own checks online through:

<https://www.sterlingtalentsolutions.ca/volleyball-alberta/>. If you do not see your club name listed, please contact Julie Noel at info@volleyballalberta.ca For larger clubs wishing to setup an account for your Club (to enable clubs to directly pay for the E-PIC's), please contact Quino Guzman at bremanged@sterlingts.com for assistance.

How it works:

The Criminal Record Check process would be as follows:

1. Coach/Volunteers are directed to a landing page (<https://www.sterlingtalentsolutions.ca/volleyball-alberta/>)
2. Coach/Volunteer clicks the link, provides information on our site securely, verifies ID
3. 90% of candidates verify their ID online successfully. The 10% that are unsuccessful will be asked to proceed with **traditional ID verification at any Canada Post office**. This process is the same as they would do at a police station, but should be more convenient since there are many more locations.
4. That's it! Results will be returned to your club/association and the individual, guaranteed within one (1) business day.

Please note: Police information checks dated September 2018 onwards will only be accepted via Sterling Talent Solutions.

Questions? Please see our [Police Check FAQ](#) for details on the E-PIC process.



Police Checks Frequently Asked Questions

Sterling Talent Solutions has collected a list of frequently asked question on their website at:

https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_fags/

- 1. I am a teacher and sign a declaration each year for my school board, do I still need to get a police record check done?** Yes! Teachers are only required to get one police check done at the start of their teaching careers; they then sign offence declarations every year thereafter. Under Volleyball Alberta policy a police check is only valid for 3 years. Any teacher who has taught for more than three years must get a new police check completed to coach/officiate with us.
- 2. I am a police officer, military personnel, or government employee, do I still need to get a police check?** We require new police checks for all individuals who have not had a check done in 3 years.
- 3. I had a police check and completed for another organization, will Volleyball Alberta accept this check?** **Starting in the 2018-2019 Season, new police checks (Completed in September 2018 onwards) will only be accepted via Sterling Talent Solutions.** If your check was completed prior to September, and within the past 3 years, we will accept a copy for the 2018-2019 season. If it meets our requirements, no new check will need to be completed until 3 years from the completion date.
- 4. What happens if there is a positive result on an E-PIC?** If there are any disclosures, inconclusive, or positive results, **the Club Director or Designate is to blank out the person's name and forward the SDF/E-PIC to the Volleyball Alberta Executive Director (tgagnon@volleyballalberta.ca).** The Executive Director will forward the information to the Screening Committee for review. The Screening Committee will use the [Volleyball Alberta Screening Policy](#) to determine if the Coach is allowed to participate within Volleyball Alberta. This decision will be then returned to the Executive Director and Club Director or Designate.
- 5. If I have someone on my coaching roster that is 18 years of age or younger, do they need to complete an E-PIC & SDF and do they need to be included on my Club sign-off-sheet?**

"The Youth Criminal Justice Act has complex rules about who can access certain youth records. In many cases, while a young person can request his or her own record, it is illegal for the youth to pass that information on to an employer or volunteer organization. Employers should not ask youth to provide these records". Excerpt from [Canadian Civil Liberties Association](#).

While an E-PIC is not required for Team Staff under the Age of Majority, a SDF is still required, as is their inclusion on the Club sign-off sheet. The Club Director/Screening Designate will also need to ensure they have completed at least TWO reference checks on the individual.

6. Why did you remove the requirement of a Vulnerable Sector Check (VSC)? As you know, a Vulnerable Sector Check is the term traditionally used as the equivalent of a Sex Offender Registry Search. This search includes the following three components:

1. Standard Criminal Record Check: This name-based check is a search of adult convictions held within the RCMP National Repository of Criminal Records. This is used for most employment situations and includes all offences in the Criminal Code, including those of a sexual nature and with children.
2. Local Police Information: This search includes the Standard Criminal Record Check above, as well as additional conviction and selected non-conviction information which may be relevant within both national and local police data sources. Additional information that may be discovered through this in-depth search including: Outstanding charges, Warrants, Peace bonds and restraining orders, Prohibitions, Probation orders, Interim release conditions, Recent convictions not yet listed in the National Repository.
3. Pardoned Offences: This piece queries for any pardoned offences of a sexual nature only.

The Sterling Enhanced Check includes the Standard Criminal Record Check (#1) but also all the local police information contained in #2. As the Parole Board of Canada was taking over three months to return results, the service was discontinued. Many sports organizations, along with Scouts Canada, Girl Guides of Canada, Red Cross, and many others (<http://www.sterlingtalentsolutions.ca/landing-pages/c/cac/coaching-association-of-canada/>) have made a decision that receiving the first two pieces outweighs the risks and frustration of receiving all three pieces from the local police. This may seem a bit odd at first glance, but the decision was made due to some of the challenges they faced:

- a) When an applicant visits a police station, they are handed a piece of paper with the results of their check and asked to supply that to the requesting organization. Unfortunately, many of these organizations have caught people offering forged police certificates to their organization. This happens more frequently than we'd like to think.
- b) Results from the police can take weeks, which often results in volunteers abandoning the process, or being placed without being screened.
- c) Vulnerable Sector Searches at the local police require male applicants to be fingerprinted approximately 30% of the time. This results in additional costs and delays of 3 months+, which turned away up to 50% of their volunteers purely due to the inconvenience and indignity of proving their innocence. From various Access to Information Requests from the RCMP, we have learned that approximately 250,000 individuals were asked to provide fingerprints to complete a Vulnerable Sector Check each year, and only 100,000 proceeded with this request. That's a lot of people who are placed without screening, or abandoned the process. In addition, it is important to note that



organizations do not need to inconvenience every candidate with a Vulnerable Sector Check, as the Pardoned Sexual Offence Search would not be required for many individuals.

- **Returning staff/volunteers:** Due to current legislation regarding waiting periods for pardons/record suspensions of 10 years for indictable offences, any person that has recently completed a Vulnerable Sector Check with a 'clear' result within the past few years would not have to complete a search for pardoned sex offences once again, as any new convictions for sexual offences would be uncovered during a standard Criminal Record Check before 10 years elapses and a pardon/record suspension could be obtained.
- **Individuals Under 32:** We have obtained an Access to Information Request from the RCMP which tells us that the date of birth belonging to the youngest person with a pardoned sexual offence is February 28, 1986. Therefore, any search for pardoned sexual offences on a candidate born after February 28, 1986 would be fruitless. More on this here: <http://sterlingbackcheck.ca/Resources/OurBlog/2016/May/Vulnerable-Sector-Verifications-and-Persons-Under-30.aspx#.V0WlOWiUioU.linkedin>

Moreover, the federal government passed legislation in 2012 preventing anyone from obtaining a record suspension (pardon) for any sexual offences going forward. This means the list of pardoned sexual offenders is not growing. This means an Enhanced Police Information Check comprising sections one and two above (everything but the pardoned sexual offence search) offers the exact same level of information for any returning coaches/officials with a clear VSS, or anyone under 32 years of age.

If you have any further questions regarding police screening/checks, please contact Julie at info@volleyballalberta.ca.