

# 2020 Screening Designate Information

---

October 29, 2019

*volleyball alberta*



# Role of Screening

- Screening personnel and volunteers is a vital part of providing a safe sporting environment.
- Screening is more than just a Police Check. Screening also includes checking references, providing appropriate training, and monitoring.
- Screening should be completed PRIOR to an individual working with a club, athletes, or Volleyball Alberta.

# Who Needs Screening?

---

- Mandatory E-PIC and SDF for all Club Directors (and the Screening Designate if applicable). Volleyball Alberta collects these forms, reviews them, and then will approve the person for the Screening role. THIS NEEDS TO BE COMPLETED by DECEMBER 1 (will be part of Club Approval process next season).  
[https://volleyballalberta.formstack.com/forms/2020\\_club\\_director\\_screening](https://volleyballalberta.formstack.com/forms/2020_club_director_screening).
- Mandatory E-PIC and SDF for all rostered Team Staff (Coaches, Managers, Team Contacts, Trainers). We collect completion dates for these forms from Club Directors (or their designated Screening Designate).
- Volleyball Alberta **STRONGLY RECOMMENDS** mandatory E-PIC and SDF for all individuals in leadership roles who work with athletes (Board Members, Administrators, Chaperones, people who manage finances).

# Screening Designate Role

---

Club Directors should know who is working with their club, in what roles, and when they start (in some clubs, a separate individual may also be responsible for this role – the Screening Designate).

Volleyball Alberta often only knows about individuals that participate in tournaments, but only once tournament registration is complete.

A designated club representative will verify that he/she has seen the individual's Police Information Check AND Screening Disclosure Form and submit the completion dates for the forms to VA. Volleyball Alberta may request a copy of the Screening documents at any time.

1. Police checks are valid for 3 years from the date of completion.
2. ALL Police Checks dated Sept 2018 or later HAVE to be through Sterling/MyBackcheck.com.
3. Police Checks completed between Oct 2016 and May 2017 would need to be redone (through Sterling) PRIOR to their expiry

# Sterling MyBackcheck

---

- VA Portal: <https://www.sterlingtalentsolutions.ca/volleyball-alberta>
- Clubs have the option of setting up accounts to allow the club to send invitations to their coaches/pay for the checks. Don't see your club listed: Contact [info@volleyballalberta.ca](mailto:info@volleyballalberta.ca)
- Individuals who have completed a check via Sterling have the option to share the check with other organizations.
- You should always use the Sterling portal to verify the checks yourself rather than have coaches export a PDF file – as one of the advantages of this system is to prevent potential forgeries.

# Reviewing E-PIC's: Clear Check = 2 Checks

myBackCheck.com  
Order • Store • Manage & Share your background check

Welcome [redacted] of Volleyball Alberta, \*Volleyball Alberta Association (Headquarters) | Log out

Results | Invitations | Candidate Search | Administration | Profile

**Remember to always check photo ID.**  
Know Who You're Hiring!

**Canadian Criminal Record Check with Local Police Information Results** Issued: 2018-01-15 [Back To Results](#)

**Identity Information provided by the individual**

Legal Name	[redacted]
Middle Name(s)	[redacted]
Date of Birth	[redacted]
Gender	[redacted]
Other Name(s) Used	[redacted]

**Details provided by our police partners**

Result	Comments
Clear	<b>Cdn. Criminal Record Check</b> Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records did not identify any records with the name(s) and date of birth of the applicant. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by fingerprint comparison. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
Clear	<b>Local Police Information</b> A search based on the name and date of birth of the subject has identified no additional relevant information held within Local Police Records.

**Criminal Record Disclosure as entered by the individual**  
No disclosure provided.

[Printable Version](#)

**Sharing Details**

Shared On  
2018-01-15

BackCheck File #

Share Type  
AutoShare

# Reviewing E-PIC's: CRCC Not Clear

myBackCheck.com  
Order • Store • Manage & Share your background check

Welcome [redacted] of Volleyball Alberta, \*Volleyball Alberta Association (Headquarters) | Log out

Results | Invitations | Candidate Search | Administration | Profile

Remember to always check photo ID. Know Who You're Hiring!

### Canadian Criminal Record Check with Local Police Information Results

Issued: 2018-10-02

Back To Results

**Identity Information provided by the individual**

Legal Name	[redacted]
Middle Name(s)	---
Date of Birth	[redacted]
Gender	[redacted]
Other Name(s) Used	---

**Details provided by our police partners**

Result	Comments
Not Clear	<b>Cdn. Criminal Record Check</b> Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records could not be completed. Positive identification that a criminal record does or does not exist requires the applicant to submit fingerprints to the RCMP National Repository of Criminal Records by an authorized police service or accredited private fingerprinting company. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
Clear	<b>Local Police Information</b> A search based on the name and date of birth of the subject has identified no additional relevant information held within Local Police Records.

**Criminal Record Disclosure as entered by the individual**  
No disclosure provided.

Printable Version

Individual will be directed to complete Police Check at their Local Police Station (likely with VSC)

Need to send Screening Disclosure, E-PIC, and local check to Terry Gagnon ([tgagnon@volleyballalberta.ca](mailto:tgagnon@volleyballalberta.ca)) for the Screening Committee's review

Individuals may request refund for Sterling check from [support@mybackcheck.com](mailto:support@mybackcheck.com)

# Reviewing E-PIC's: Local Check Not Clear

myBackCheck.com  
Order • Store • Manage & Share your background check

Welcome [redacted] of Volleyball Alberta, \*Volleyball Alberta Association (Headquarters) | Log out

Results | Invitations | Candidate Search | Administration | Profile

Remember to always check photo ID. Know Who You're Hiring!

### Canadian Criminal Record Check with Local Police Information Results

Issued: 2019-09-09

Back To Results

Identity Information provided by the individual	
Legal Name	[redacted]
Middle Name(s)	[redacted]
Date of Birth	[redacted]
Gender	[redacted]
Other Name(s) Used	[redacted]

Details provided by our police partners	
Result	Comments
Clear	<b>Cdn. Criminal Record Check</b> Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records did not identify any records with the name(s) and date of birth of the applicant. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by fingerprint comparison. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
Defer to Local Police	<b>Local Police Information</b> Based on the name and date of birth of the subject, a search of Local Police Records may have identified additional information that may or may not be relevant to the position applied for. Further information, if available, will be listed below.  Must be referred to Local Police.  The search could not be completed. This is not an adverse result. The applicant must complete this check at their local police service where it will be determined if relevant and releasable information exists.

Criminal Record Disclosure as entered by the individual  
No disclosure provided.

Printable Version

Sharing Details	
Shared On	2019-09-09
BackCheck File #	
Share Type	AutoShare

Defer results are caused due to interactions with the police, which include but are not limited to the below:

- Outstanding charges
- Warrants
- Peace bonds and restraining orders
- Prohibitions
- Probation orders
- Interim release conditions
- Summary convictions
- Recent convictions not yet listed in CCRC

- Individual will be directed to complete Police Check at their Local Police Station (likely with VSC), the police will determine if releasable information exists.
- Need to send Screening Disclosure, E-PIC, and Local check to Terry Gagnon ([tgagnon@volleyballalberta.ca](mailto:tgagnon@volleyballalberta.ca)) for the Screening Committee's review
- Individuals may request refund for Sterling check via [support@mybackcheck.com](mailto:support@mybackcheck.com)



# Screening Disclosure Form

---

- Questions were developed to get a larger picture of the individual who is working with your club
- More than just a Criminal Record needs to be considered when judging whether a person is a good fit.
- Role of the Club Director/Screening Designate is not to determine relevance of something disclosed. Any disclosures should be sent to Terry Gagnon ([tgagnon@volleyballalberta.ca](mailto:tgagnon@volleyballalberta.ca)) for the Screening Committee's review

# Submitting Information for Tournament Staff

---

- Any disclosures, inconclusive, or positive results: send Screening Disclosure, E-PIC, and local check to Terry Gagnon [tgagnon@volleyballalberta.ca](mailto:tgagnon@volleyballalberta.ca) for the Screening Committee's review
- Use: [https://volleyballalberta.formstack.com/forms/2020\\_screening\\_policy\\_club\\_sign\\_off](https://volleyballalberta.formstack.com/forms/2020_screening_policy_club_sign_off)
- 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.
- Note: The Screening Committee needs time to review any information submitted. **Team Staff will not be cleared for a Tournament while under review.**

# Screening Committee

---

- Responsible for reviewing all E-PICs, VSCs, and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions within Volleyball Alberta.
  - 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.
- 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.

# Common Situations with Sterling

---

## 1. ID Verification cannot be completed

- Not enough of a credit history: there is a form that can be printed off and taken to Canada Post.
- Questions were answered wrong: Individual must log back into their account and will be prompted to either re-attempt or verify ID at Canada Post

## 2. Wrong portal was selected

- Coaches did not do the check through the Volleyball Alberta portal. Coaches will have to call Sterling at 1(866)455-7293.

# Coaches/Club Staff Under 18

---

1. Youth Criminal Justice Act: Employers should not ask for youth to provide a Police Check.
2. Screening is more than just a Police Check.
3. A Screening Disclosure Form is still required, as is their inclusion on the Club Sign-off sheet.
4. The Club Director/Screening Designate needs to complete AT LEAST two reference checks on the individual.

# Additional Questions

---

We have a coach that previously worked with a different club, how do I find out information about their E-PIC?

- a) Step 1: Have the coach log into their account:  
<https://www.mybackcheck.com/Public/Login.aspx>
- b) Step 2: In the 'myAccount' tab, the 'view&Share' button is on the right-hand side. Search the list of available organizations by typing the organizations name in the white bar. The list of relative options will appear as a dropdown menu. Select the appropriate organization and location. When ready, click on the "Share" button and your results will be transferred to the organization you requested.

For support from Sterling, coaches can always contact them:  
[support@mybackcheck.com](mailto:support@mybackcheck.com) or 1-877-455-6730

# Additional Questions

---

Sterling has an FAQ page with answers to common questions:

<https://www.mybackcheck.com/Public/FAQ.aspx#FAQ14>