



Coach Screening Policy

Adopted by Board of Directors May 26, 2025

Definition of Coach

A coach is any person who guides athletes to train and compete in sport. They are in a position of power and trust with their athletes regardless of the age of the athlete and the age of the coach. A list of Coach roles and their levels of risk is provided in **Appendix B**.

Definition of an Athlete

Any child, youth or adult who participates or trains in a sport with the guidance of a coach.

Purpose

Triathlon Manitoba understands that screening coaches is a vital part of providing a safe sporting environment. Triathlon Manitoba is responsible, to do everything reasonable to provide a safe and secure environment for participants in all programs, activities, and events delivered by Triathlon Manitoba and/or its sanctioned clubs.

The purpose of screening is to identify individuals involved with Triathlon Manitoba's sanctioned programs, clubs, events and activities who may pose a risk to the organization and its participants. Coaches are valued and respected by Triathlon Manitoba and are viewed as a key component of the sport delivery system. It is important for coaches to be clear on their role and responsibilities and how these relate to the mission of Triathlon Manitoba.

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)

Generally, a Criminal Record Check and Police Information Check (CRC-PIC) may be obtained from local RCMP detachments and/or local police services and are free for volunteers. However, obtaining the results of the CRC-PIC may take as long as two weeks.

Triathlon Manitoba will also accept an Enhanced Police Information Check (E-PIC) from Sterling Backcheck. There is a \$25 fee for obtaining the E-PIC, but the results of the E-PIC are returned within 48 hours.

Finally, coaches who have obtained a CRC-PIC or E-PIC, 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**).

Child Abuse Registry

Any coach working with athletes under 18 years of age is required to obtain a Child Abuse Registry Check (CARC). The Child Abuse Registry is designed to identify and register known child abusers. Individuals on this registry have been found guilty of an offense involving the abuse of a children and/or the Child Abuse Committee has determined the individual has abused a child.

Triathlon Manitoba has its own "CARC Forms" that coaches must use to submit a Child Abuse Registry Check free of charge. Alternate forms will not be accepted (unless at the discretion of Triathlon Manitoba). Results of a CARC may take up to six weeks.

Screening Matrix

Triathlon Manitoba has assigned a level of risk to each Coach role (described in **Appendix B**). Each role has different screening requirements that range from completing screening education modules to regularly submitting a background check.

Levels of Risk:

High Risk – Coaches who deliver programming to athletes under 18 years old, without parental supervision, and coaches who have access to adult athletes in one-on-one environments.

Medium Risk – Coaches who are under the supervision of other coaches or working in a group training environment with only adult athletes, where there is no opportunity to be alone with an athlete.

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

The matrix below explains which screening requirements are necessary for each coach role.

Coach Role	Level of Risk	Screening Requirements	Frequency of Requirements
Part-time Supervised Coach	Low	Respect in Sport & Rule of Two	RIS – <i>Every five years</i> Screening Disclosure form annually
Club coach/instructor	Medium	Respect in Sport, Rule of Two & Background Check	RIS & Background Check: Every five years Screening Disclosure form annually
Competition and Youth coach	High	Respect in Sport, Rule of Two, Making Ethical Decisions & Background Check <i>Recommended: CARC or VSS</i>	RIS & Background Check: Every five years CARC: Every five years Screening Disclosure form annually

Rejection and Appeal

Triathlon Manitoba reserves the right to reject the participation of any coach whose screening results reveal previous criminal activity. However, the coach's rejection may be appealed to the organization's Appeal Committee (which consists of a PSO representative, member of the Board of Directors, and past or present staff member). When determining whether to accept or deny the appeal, the Committee's considerations may include the relevance of the infraction, efforts at rehabilitation, and the date of the infraction.

Appeals should be submitted to Triathlon Manitoba staff. Staff or the Appeal Committee may request more information from the Appellant coach. The results of the appeal will be provided to the Appellant within one month of the appeal.

If a coach's CARC reveals an incident, the coach will not be permitted to participate in the role in any circumstance. This is not appealable.

Other Considerations

Valid Driver's License – Any coach entrusted to drive a vehicle provided by the Triathlon Manitoba (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 – Triathlon Manitoba 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 until the results of the check have been completed. However, if there is a delay in obtaining the results, Triathlon Manitoba 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.

Coaches under 18 years of age – for anyone under the age of 18 who is considered a coach, they will not need a Criminal Background Check nor a Child Abuse Registry check. They will need reference checks, Respect in Sport, Rule of 2 training and are never to be left alone with an athlete.

Appendix A – Screening Disclosure Form

NAME: _____
First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

CLUB: _____ **EMAIL:** _____

Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements.

1. Have you ever been convicted of a crime for which a pardon has not been granted, including possession or trafficking of an illegal substance?

Yes _____ No _____ If yes, please describe below for each conviction:

Name or Type of Offense:

Name and Jurisdiction of Court/Tribunal:

_____ Year Convicted: _____

Penalty or Punishment Imposed:

Further Explanation:

2. Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you?

Yes _____ No _____ If yes, please explain for each pending charge:

Name or Type of Offense: _____

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 an out of court settlement relevant to the profession of coaching or involvement in any 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 Triathlon Manitoba 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 Triathlon Manitoba to collect, use and disclose your personal information, including all information provided on the Screening Disclosure Form, Background Check and/or Vulnerable Sector Screening 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. Triathlon Manitoba does not distribute personal information for commercial purposes.

Appendix B – Coach Roles

Low Risk

Part-time Supervised Coach

These coaches are never alone with an athlete and have parent or coach 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. Typically hired for special programs or clinics (up to six weeks length). May or not be members of a PSO.

Medium Risk

Club Coach/Instructor

These are coaches/instructors 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 in-province travel for participation. Often on seasonal contracts. 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 a PSO.

High Risk

Competition and Youth 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 events without parental supervision. These coaches may take NCCP sport specific certification in the Competition Introduction stream of the NCCP. These coaches would coach beyond 3 months. They must be Members of a PSO.