

ARCHERY NOVA SCOTIA

CRIMINAL RECORD CHECK POLICY

CRIMINAL RECORD CHECK & CHILD ABUSE REGISTRY CHECK

1. All Provincial Coaches (includes all coaches who are partaking in the High Performance Program), Team Managers, and Officials registered with Archery Nova Scotia (ANS) must submit a Criminal Record Check (including a Vulnerable Sector Check) and a Child Abuse Registry Check every two (2) years no later than January 1st.
2. Learning Facilitators who will be conducting NCCP courses registered with ANS must submit a Criminal Record Check (including a Vulnerable Sector Check) and a Child Abuse Registry Check every two (2) years no later than January 1st.
3. All ANS Board members must submit to a Criminal Record Check (including a Vulnerable Sector Check) and a Child Abuse Registry Check for each two (2) year term they serve. Criminal Record and Child Abuse Registry must be submitted within 30 days of accepting their position.
4. Failure to provide a Criminal Record and/or Child Abuse Registry Check will result in the individual being suspended from coaching, officiating or their position within ANS.
5. Applicants are responsible for any costs associated with obtaining the record checks.

CONFIDENTIAL FILE

1. The ANS Vice President of High Performance will provide the PSO Administrative Coordinator with a list of provincial team coaches, team managers and provincial officials at each AGM.
2. Criminal Record & Child Abuse Registry Checks will be sent directly to the PSO Administrative Coordinator at Sport Nova Scotia by each Applicant. These must be the original documents with the issuers seal for them to be acceptable to ANS.
3. The PSO Administrative Coordinator shall protect the personal information contained in the confidential file by making reasonable security arrangements against such risks as authorized access, collection, use, disclosure or disposal.
4. The PSO Administrative Coordinator will notify ANS President of any record checks not received by January 1st of each year. ANS President will follow up with individuals who have not provided the record checks.

POLICIES

1. The following types of offences obtained by the Criminal Record and/or Child Abuse Registry Check will require further investigation and possible action: convictions and allegations of such offences as sexual assault, sexual abuse, and physical abuse to a minor, drug trafficking and weapons possession (but not necessarily limited thereto). Pardoned offences will also be reviewed by an appointed “ANS Screening Officer”.
2. One (1) person who is not currently serving on any ANS Boards or Committees (preferably a RCMP or police officer, lawyer or other professional occupation) will be appointed by ANS to act as “ANS Screening Officer”.
3. Two (2) people will be appointed by ANS to serve along with the “ANS Screening Officer” which will be called the “Screening Assessment Committee”.
4. When the “ANS Screening Officer” makes a decision to allow a person to continue working/volunteering with ANS or one of its members after having received pertinent information contained in a Criminal Record and/or Child Abuse Registry Check regarding an Applicant, the “Screening Assessment Committee” will meet and discuss and either accept or reject the ANS Screening Officer’s recommendation.
5. Each case will be reviewed independently, fairly and in a timely manner.

PROCEDURES

1. Applicants can obtain a Criminal Record Check (including a Vulnerable Sector Check) through local RCMP detachments or police stations.
2. Applicants can obtain Child Abuse Registry Checks through Department of Community Services.

http://novascotia.ca/coms/families/abuse/documents/CAR-4001_Request_for_...

3. Applicants will send a copy of their Criminal Record Check & Child Abuse Registry Check to the PSO Administrative Coordinator at Sport Nova Scotia.

**Archery Nova Scotia
PSO Administrative Coordinator
Sport Nova Scotia
5516 Spring Garden Road, 4th Floor
Halifax, Nova Scotia B3J 1G6**

4. If no further investigation regarding an individual record check is required, the records will be kept on file by the PSO Administrative Coordinator at Sport Nova Scotia.
5. If a record check is “flagged” as a potential risk to ANS or one of its members, the PSO Administrative Coordinator will contact the “ANS Screening Officer” within two (2) business days of receiving a “flagged” record check.

6. The “ANS Screening Officer” will contact the Applicant within three (3) business days of being notified of the “flagged” record check by the PSO Administrative Coordinator. The Applicant will be asked if he/she wishes to remove himself/herself from coaching, officiating and/or their position on the Board.

7. Should the Applicant wish to continue coaching or officiating with ANS or one of its members, the Applicant will be asked by the “ANS Screening Officer” to declare details about what the charge is regarding.

8. A decision will be by the “ANS Screening Officer” and the “Screening Assessment Committee” within five (business days) of receiving detailed information regarding the charge from the Applicant. Only the “ANS Screening Officer” will know the identity of the Applicant. The “Screening Assessment Committee” will only know the Applicant by their “Screening Case Number” or as the Applicant. Each Applicant will be contacted in writing as to the decision of the Committee by the “ANS Screening Officer”.

9. The ANS President will receive a report from the “ANS Screening Officer” concerning each decision of the “Screening Assessment Committee”. If the Applicant is found to be able to continue in their position(s) the report will only acknowledge the Applicant by their “Screening Case Number” or as the Applicant. If it is determined that the Applicant should not continue in their position(s) by the “Screening Assessment Committee”, the report that the ANS President receives will name the rejected Applicant.