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Manitoba Cricket Association Policies and Procedures

Screening Policy

Revision and Review History

Creation Date	March 1, 2024	Page	1 of 6
Revision Date		Last Reviewed	March 1, 2024
Revision Date		Last Reviewed	January 10, 2026

Screening Policy

“Organization” refers to: Manitoba Cricket Association

Definitions

1. The following terms have these meanings in this Policy:
 - a. *“Criminal Record Check (CRC)”* – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
 - b. *“Local Police Information (LPI)”* – additional conviction and selected non-conviction information in national and local police data sources which may be relevant to the position sought
 - c. *“Enhanced Police Information Check (E-PIC)”* – a Criminal Record Check plus a search of Local Police Information, available from Sterling Backcheck
 - d. *“Local Police Information”* - Additional conviction and selected non-conviction information in national and local police data sources which may be relevant to the position sought
 - e. *“Participants”* – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with the Organization including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers
 - f. *“Vulnerable Sector Check (VSC)”* – a detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, Local Police Information, and the Pardoned Sex Offender database
 - g. *“Vulnerable Participants”* – A person under the age of 18 years old and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority

Preamble

2. The Organization understands that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the community.

Application of this Policy

3. This Policy applies to all Participants whose position with the Organization is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Participants.
4. Not all individuals associated with the Organization will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to the Organization or to its participants. The Organization will determine which individuals will be subject to screening using the following guidelines (the Organization may vary the guidelines at its discretion):

Level 1 – Low Risk - Participants involved in low-risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Participants. Examples:

- a. Parents, youth, or volunteers who are helping on a non-regular or informal basis

Level 2 – Medium Risk – Participants involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to Vulnerable Participants. Examples:

- a. Athlete support personnel
- b. Non-coach employees or managers
- c. Directors
- d. Coaches who are typically under the supervision of another coach

Level 3 – High Risk – Participants involved in high-risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with finances, and who have frequent or unsupervised access to Vulnerable Participants. Examples:

- a. Full time coaches
- b. Coaches who travel with athletes
- c. Coaches who could be alone with athletes

Screening Committee

5. The implementation of this policy is the responsibility of the Organization's Screening Committee which is a committee of either one (1) or three (3) members appointed by the Organization. The Organization will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately screening documents and render decisions under this Policy.
6. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.
7. The Screening Committee is responsible for reviewing all documents submitted and based on the review, making decisions regarding the appropriateness of individuals filling positions within the Organization. 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.

8. Nothing in this Policy restricts or limits the Screening Committee from requesting that the individual attend an interview with the Screening Committee if the Screening Committee considers that an interview is appropriate and necessary to screen the individual's application.
9. Nothing in this Policy restricts or limits the Screening Committee from requesting the individual's authorization to contact any professional, sporting or other organization to assess the individual's suitability for the position that they are seeking.
10. Nothing in this Policy restricts or limits the Screening Committee from requesting further information from the individual on more than one occasion, subject to the individual's right to insist that the Screening Committee decide based on the information before it.
11. The Screening Committee may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.
12. When assessing an individual's screening application, the Screening Committee shall determine whether there is reason to believe that the individual may pose a risk to members of the Organization.
13. An individual having been previously penalized for a prior offence shall not prevent the Screening Committee from considering that offence as part of the individual's screening application.
14. If the Screening Committee determines based on the individual's screening application, in addition to any further material received by it, that the individual does not pose a risk to the members of the Organization, the Screening Committee shall approve the individual's application, subject to the Screening Committee's right to impose conditions.
15. In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall be provided to the applicant and to the Organization's Board of Directors, which may disseminate the decision as they see fit to best fulfil the mandate of the Organization.
16. A Participant whose screening application has been denied or revoked may not re-apply to participate in the Organization's programs or activities for two (2) years from the date the rejected application was made.

Screening Requirements

17. It is the Organization's policy that when an individual is first engaged by the Organization:
 - a. Level 1 individuals will:
 - i. Complete an Application Form (**Appendix A**)
 - ii. Complete a Screening Disclosure Form (**Appendix B**)
 - iii. Participate in training, orientation, and monitoring as determined by the Organization
 - b. Level 2 individuals will:
 - i. Complete an Application Form
 - ii. Complete a Screening Disclosure Form
 - iii. Complete and provide an E-PIC
 - iv. Provide one letter of reference related to the position
 - v. Participate in training, orientation, and monitoring as determined by the Organization
 - vi. Provide a driver's abstract, if requested

- c. Level 3 individuals will:
 - i. Complete an Application Form
 - ii. Complete a Screening Disclosure Form
 - iii. Complete and provide an E-PIC and a VSC
 - iv. Provide one letter of reference related to the position
 - v. Participate in training, orientation, and monitoring as determined by the Organization
 - vi. Provide a driver's abstract, if requested
- d. If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Organization. Additionally, the individual will inform the Organization of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
- e. If the Organization learns that an individual has provided false, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with the Organization's *Discipline and Complaints Policy*.

Young People

- 18. The Organization defines a young person as someone who is younger than 18 years old. When screening young people, the Organization will:
 - a. Not require the young person to obtain a VSC or E-PIC; and
 - b. In lieu of obtaining a VSC or E-PIC, require the young person to submit up to two (2) additional letters of reference.
- 19. Notwithstanding the above, the Organization may ask a young person to obtain a VSC or E-PIC if the Organization suspects the young person has an adult conviction and therefore has a *criminal record*. In these circumstances, the Organization will be clear in its request that it is not asking for the young person's *youth record*. The Organization understands that it may not request to see a young person's youth record.

Renewal

- 20. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit an E-PIC, Screening Disclosure Form, VSC, or Screening Renewal Form, are required to submit the documents as follows:
 - a. An E-PIC every three years
 - b. A Screening Disclosure Form every three years
 - c. A Screening Renewal Form (**Appendix C**) every year
 - d. A Vulnerable Sector Check once
- 21. At any time, including after either the submission of an individual's application or its approval (with or without conditions), the Screening Committee may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of the Organization, could affect the assessment of the individual's suitability for participation in the Organization's programs, activities, or with any of its members.

Orientation, Training, and Monitoring

- 22. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at the Organization's discretion.

23. Orientation may include, but is not limited to introductory presentations, facility tours, equipment demonstrations, parent/athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.
24. Training may include, but is not limited to certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
25. At the conclusion of orientation and training, the individual will be required to acknowledge, in written form, that they have received and completed the orientation and training.
26. Monitoring may include but is not limited to: written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

How to Obtain an E-PIC or VSC

27. An E-PIC may be obtained online via <http://www.backcheck.net/e-pic.htm>

OR

28. The Organization has joined the Coaching Association of Canada's Responsible Coaching Movement and therefore has access to the E-PIC at a discounted rate. Participants can obtain an E-PIC via https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_ace/
29. Participants may only obtain a VSC by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required.
30. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
31. The Organization understands that it may be required to assist an individual with obtaining a VSC. The Organization may need to submit a Request for VSC (**Appendix D**) or complete other documentation describing the nature of the organization and the individual's role with vulnerable individuals.

Procedure

32. Screening documents must be submitted to the following individual:

Ron Dipchand , Executive Director
Rondipchand@outlook.com

33. An individual who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.
34. The Organization understands that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, the Organization may permit the individual to participate in the role during the delay. The Organization may withdraw this permission at any time and for any reason.
35. The Organization recognizes that different information will be available depending on the type of screening document that the individual has submitted. For example, an E-PIC may show details of a specific offense, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The Screening Committee will use its expertise and discretion when

making decisions based on the screening documents that have been submitted.

36. Following the review of the screening documents, the Screening Committee will decide:

- 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.

37. In making its decision, the Screening Committee will consider the type of offense, date of offense, and relevance of the offense to the position sought.

38. The Screening Committee may decide that an individual has not passed screening if the screening documentation reveals any of the following:

a. If imposed in the last three years:

- i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving
- ii. Any offense of assault, physical or psychological violence
- iii. Any offense involving trafficking or possession of illegal drugs
- iv. Any offense involving conduct against public morals
- v. Any offense involving theft or fraud

b. If imposed at any time:

- i. Any offense involving a Minor or Minors
- ii. Any offense involving the possession, distribution, or sale of any child-related pornography
- iii. Any sexual offense

Conditions and Monitoring

39. The Screening Committee may determine that incidents revealed on an individual's screening documents may allow the individual to pass the screening process and participate in a desired position with *conditions* imposed. The Screening Committee may apply and remove conditions at its discretion and will determine how adherence to conditions may be monitored.

Records

40. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal, or disciplinary proceedings.

41. The records kept by the Organization as part of the screening process include but are not limited to:

- a. An individual's Vulnerable Sector Check
- b. An individual's E-PIC (for a period of three years)
- c. An individual's Screening Disclosure Form (for a period of three years)
- d. An individual's Screening Renewal Form (for a period of one year)
- e. Records of any conditions attached to an individual's registration by the Screening Committee
- f. Records of any discipline applied to any individual by the Organization or by another sport organization

PSO Board of Directors Approval Date: January 10th 2026



Board Member Paramjit Shahi



Board Member Harvey Iali

APPENDIX A – APPLICATION FORM (MCA)

Note: Individuals applying to volunteer, officiate, coach, manage, serve on committees, or work in any position of trust or authority with the Manitoba Cricket Association must complete this Application Form. A new form is required for each new position applied for.

PERSONAL INFORMATION

Name:

First: _____ Middle: _____ Last: _____

Date of Birth: ____ / ____ / ____

(Month / Day / Year)

Gender Identity (Optional): _____

Current Permanent Address:

Street: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: _____

Email Address: _____

POSITION INFORMATION

Position Applied For: _____

(e.g., Coach, Umpire, Executive Director, Committee Member, Volunteer, Manager)

Affiliated Club (if applicable): _____

DECLARATION & ACKNOWLEDGEMENT

By signing below, I confirm that the information provided in this application is true and complete.

I agree to abide by all policies, by-laws, rules, and procedures of the Manitoba Cricket Association, including but not limited to:

- Code of Conduct and Ethics
- Conflict of Interest Policy
- Privacy Policy
- Screening Policy

I understand that my eligibility for the position applied for is subject to the Manitoba Cricket Association's Screening Policy and approval by the Screening Committee, and that additional screening requirements may apply depending on the level of risk associated with the position.

Name (Print): _____

Signature: _____

Date: _____

APPENDIX B – SCREENING DISCLOSURE FORM (MCA)

Important: Failure to disclose truthful and complete information may result in denial or removal from a position and/or disciplinary action.

PERSONAL INFORMATION

Name:

First: _____ Middle: _____ Last: _____

Other Names Previously Used (if any): _____

Date of Birth: ____ / ____ / ____

(Month / Day / Year)

Gender Identity (Optional): _____

Current Permanent Address:

Street: _____

City: _____ Province: _____ Postal Code: _____

Email Address: _____

Phone Number: _____

Club (if applicable): _____

DISCLOSURE QUESTIONS

1. Criminal Record

Do you have a criminal record for which a pardon (record suspension) has not been granted?

Yes No

If yes, provide details for each conviction (attach additional pages if required):

- Nature of Offense: _____
- Court / Jurisdiction: _____
- Year of Conviction: _____
- Penalty or Sentence Imposed: _____
- Additional Explanation: _____

2. Sport or Organizational Discipline

Have you ever been disciplined, sanctioned, suspended, or removed by a sport organization, governing body, tribunal, or employer?

Yes No

If yes, provide details:

- Name of Organization or Body: _____
- Date of Discipline/Sanction: _____

- Reason for Discipline: _____
- Penalty or Outcome: _____

3. Pending Charges or Investigations

Are there any criminal charges, investigations, or sport-related disciplinary matters currently pending or anticipated against you?

Yes No

If yes, provide details:

- Nature of Charge or Matter: _____
- Court / Organization Involved: _____
- Current Status: _____

PRIVACY CONSENT

I authorize the Manitoba Cricket Association to collect, use, retain, and disclose my personal information, including this Screening Disclosure Form and any screening documents (e.g., Criminal Record Check, Enhanced Police Information Check), solely for the purpose of screening, risk management, and governance in accordance with MCA policies and applicable privacy legislation.

The Manitoba Cricket Association will not use or disclose my personal information for commercial purposes.

CERTIFICATION

I certify that all information provided in this form is accurate, complete, and truthful.

I agree to immediately notify the Manitoba Cricket Association of any changes to my circumstances that would affect the information disclosed above. I understand that failure to do so may result in removal from my position and/or disciplinary action.

Name (Print): _____

Signature: _____

Date: _____