

## **POLICY – BACKGROUND CHECKS**

### **Preamble**

Athletics Canada is committed to providing a safe environment for all Team members at all levels of training and competition. In order to achieve this at the National Team level, all personnel associated in such training and competition environments – coaches, team managers, medical staff and other team officials – are expected to show that their own personal conduct is above reproach and that athletes within their care can expect to be harm-free

### **Policy Statement**

1. It is a requirement that any representative travelling with a National Team must have submitted written evidence of a current police background check – that is, one which has been completed within the past 3 years.
2. National Team personnel includes Coaches, Managers, Medical Staff, National Office staff, Board of Directors members, and other designated persons.
3. In addition, any Personal Coach who is accredited to accompany a National Team athlete must also present such evidence of a current police background check.

### **Procedures**

Such required evidence can be obtained in a number of ways:

Each Team Coach is required to be an active member of Coaches of Canada which requires a police background check to be carried out by that association. Athletics Canada will follow-up with Coaches of Canada for confirmation of active memberships.

1. For other National Team members who currently belong to an organization that requires police background checks, they can:
  - a. Request that organization to forward a copy of their current police background check to Athletics Canada, or
  - b. Forward their own copy of such a current police background check directly to Athletics Canada
2. By contacting a local police department to obtain the necessary forms and submit any required documentation in order to secure a police background check and, once completed, submit such evidence to Athletics Canada.
3. Athletics Canada has an account set up with a company called "First Advantage"; this organization provides criminal and sexual offense background checks. Team staff members interested in using this option should contact Corey Dempsey ([cdempsey@athletics.ca](mailto:cdempsey@athletics.ca)) at the national office. Corey will initiate the background check through First Advantage and staff members will be required to submit a completed consent form. The cost for this option is \$40.00 which will be invoiced to the staff member once the process has been completed.

**NOTE:** It should be noted by all National Team members that due to Canadian privacy laws, individuals must initiate the process and complete all the necessary documentation as required. Athletics Canada is not allowed to initiate this procedure on behalf of any member. All submitted police check documents will be kept secure under the Association's privacy policy.