

Template – Coach Screening Policy

Approved by and date:	MFPBF Board
Effective date:	May 25, 2026
Scheduled review date:	March 2029

“Organization” refers to: **Manitoba Five Pin Bowling Federation**_____

Definitions

1. The following terms have these meanings in this Policy:

Coach – An individual (14 years of age or older) who is authorized or recognized by an *Organization* to provide instruction and direction to *Participants* in a sport.

As per the Coach Screening Policy Minimum Requirements:

6-Week Community Club Coach – These *Coaches* are never alone with an *Athlete* and have parent 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. The typical season lasts 4-6 weeks. May or not be members of an *Organization*.

Community Coach – These are *Coaches* 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 local travel for participation. Often short term seasonal (6 weeks & up). 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 an *Organization*.

Competition 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 tournaments without parental supervision. This includes high school *Coaches* and club travel teams. These *Coaches* may take *NCCP* sport specific certification in the Competition Introduction stream of the

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NCCP. These *Coaches* would coach beyond 3 months. They are members of an *Organization*.

Performance Coach – These are *Coaches* who work with elite club programs, provincial, Canada Games Teams, and University and College programs. These *Coaches* may take sport specific *NCCP* certification in the Competition Development stream of the *NCCP*. These *Coaches* may take Athletes away to competition without parent supervision.

Professional Coach – These are *Coaches* that work with a club, provincial sport organizations and universities in a full-time/part time employed capacity. These *Coaches* require a minimum of Competition Development certification in the *NCCP* but may require additional sport specific requirements.

Criminal Record Check (CRC) – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions

Enhanced Police Information Check (E-PIC) – A *Criminal Record Check* plus a search of Local Police Information, available from SterlingBackcheck

Organization – An association or organization recognized by Sport Manitoba that organizes or oversees the operation of a sport in Manitoba and/or which directly, or indirectly receives government funding, including its affiliated *Member Clubs* that operate under its authority or governance.

Participants – Refers to all categories of individual members and/or registrants defined in the Bylaws 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, trainers, judges, referees, *Officials*, volunteers, managers, administrators, committee members, parents or guardians, spectators and directors and officers. NOTE: Sport Manitoba and the ITP are not considered a *Participant*.

Purpose

2. Screening *Coaches* is a vital part of providing a safe sporting environment. *Organizations* are responsible, by law, to do everything reasonable to provide

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a safe and secure environment for *Participants* in its programs, activities, and *Events*.

3. The purpose of screening is to identify individuals involved with an *Organization's* activities who may pose a risk to the *Organization* and its *Participants*.

Application of this Policy

4. This Policy applies to all individuals who meet the definition of a *Coach*.

Levels of Risk

5. Screening measures will be determined through a risk assessment that considers the degree of access *Coaches* have to their *Athletes*.

High Risk – *Coaches* who have direct access to *Athletes* (of any age) without parental supervision (e.g. all Manitoba and Canada Games *Coaches*).

Medium Risk – *Coaches* who are under the supervision of other *Coaches* and there is no opportunity to be alone with an *Athlete* (e.g. junior *Coaches* who do not travel with the team).

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

Screening Requirements

6. The *Organization* has assigned a level of risk to each *Coach* role (see definitions). The table below details the screening requirements for each *Coach* role.

Coach Role	Level of Risk	Screening and Training Requirements	Frequency of Requirements
<i>6 Week Community Coach</i>	Low	Respect in Sport Screening Disclosure Form	RIS – Every five years Screening Disclosure Form annually
<i>Community Coach</i>	Medium	Respect in Sport <i>Background Check: CRC-PIC, E-PIC or CRJMC</i>	RIS & <i>Background Check: Every five years</i> Screening Disclosure form annually
<i>Competition Coach</i>	High	Respect in Sport NCCP Training <i>Background Check: CRC-PIC, E-PIC or CRJMC</i>	RIS & <i>Background Check: Every five years</i> Screening Disclosure Form annually
<i>Performance Coach</i>	High	Respect in Sport NCCP Training <i>Background Check: CRC-PIC, E-PIC or CRJMC</i>	RIS & <i>Background Check: Every five years</i> Screening Disclosure Form annually

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<i>Professional Coach</i>	High	Respect in Sport NCCP Training <i>Background Check: CRC-PIC, E-PIC or CRJMC</i>	RIS & <i>Background Check: Every five years</i> Screening Disclosure Form annually
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7. In addition, *Coaches* are expected to adhere to the *Rule of Two*.
8. If a *Coach* subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to the *Organization*. Additionally, the *Coach* will inform the *Organization* of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
9. If the *Organization* learns that a *Coach* as provided false, inaccurate, or misleading information, the *Coach* will immediately be removed from their position and may be subject to further discipline in accordance with the *Organization's Discipline and Complaints Policy*.

Coaches Under 18 Years of Age (Minor)

10. When screening *Coaches* under the age of 18, the *Organization* will:
 - a. Not require the minor to complete backgrounds checks as they do not yield the same level of information as those conducted for adults; and
 - b. In lieu of obtaining a background check, require the minor to submit up to two (2) additional letters of reference.
11. That said, the *Organization* may ask a minor to obtain a *Background Check* if the *Organization* suspects the minor has an adult conviction and therefore has a criminal record. In these circumstances, the *Organization* will be clear in

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its request that it is not asking for the minor's youth record. The *Organization* understands that it may not request to see a minor's youth record.

Background Check Alerts

12. In the event that a *Background Check* or self-disclosure form identifies a concern or returns an alert, the *Organization* shall implement a formal review process in accordance with its duty of care and the requirements of applicable government and funding agencies.

Screening Committee

13. The *Organization* shall appoint a Screening Committee consisting of either one (1) or three (3) individuals. The Screening Committee is responsible for reviewing all screening-related documentation and determining the suitability of individuals applying for coaching positions.

Authority and Process

14. The Screening Committee shall:
 - Review all materials submitted by the applicant, including *Background Checks* and self-disclosure forms;
 - Request additional information from the applicant where necessary to inform its decision;
 - Consult with independent experts as appropriate, including but not limited to legal counsel, law enforcement, risk management consultants, volunteer screening specialists, or other qualified individuals.

Risk Assessment

15. In assessing a *Coach's* screening, the Screening Committee shall determine whether there is reason to believe the individual may pose a risk to the safety, well-being, or integrity of members of the *Organization*. The Screening Committee shall consider:
 - The job function or role of the applicant (examples: coaching *Vulnerable Participants*, driving people, managing/handling money)
 - Weigh the applicant's charge(s) or conviction(s) with the amount of time that has passed, the nature of the offense(s), and the penalty (if any) served by the applicant.

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Decisions

16. Based on its review, the Screening Committee shall:
- Approve the individual's application if it determines that the individual does not pose a risk to the *Organization's* members; or
 - Approve the application with conditions, where appropriate; or
 - Deny the application.
17. The Screening Committee reserves the right to impose conditions on any approval where it deems necessary to mitigate risk.

Notification and Reporting

18. In cases where an application is denied or approved with conditions, the Screening Committee shall provide a written decision to the applicant. A copy of the decision shall also be provided to the *Organization's* Board of Directors.
19. The Board of Directors may disseminate the decision as it deems appropriate in order to fulfill the mandate and obligations of the *Organization*.

Procedure

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

Michael Schmidt – MFPBF Executive Director

5pinbowling@mfpbf.org

office@manitobafivepin.com (New Email effective July 2026)

21. An individual who refuses or fails to provide the required screening documents will be ineligible to *Coach*. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.
22. The *Organization* recognizes that there may be delays in obtaining the results of a *Background Check*. The *Coach* is generally not permitted to participate in the role until the *Background Check* results have been completed. However, if there is a delay in receiving the results, the *Organization* may allow the *Coach* to participate on a provisional basis, provided the *Coach* can demonstrate that the screening process has been initiated, completes an interview with the *Organization*, and submits at least two character references.

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Records

23. 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.
24. 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*

Appendix A – Screening Disclosure Form

NAME: _____

First
Middle
Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street

City
Province
Postal

DATE OF BIRTH (MM/DD/YYYY): _____

GENDER IDENTITY:

Female

Genderqueer/
Gender Non-
Conforming

Male

Non-Binary

Prefer Not To
Declare

Transgender
Female

Transgender
Male

Two-Spirit

EMAIL: _____

PHONE: _____

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 to screening requirements.

DISCLOSURE QUESTIONS

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 into an out of court settlement relevant to the profession of coaching, the sport or any other sport?

Yes

No

If Yes, please explain for each finding, judgment or ruling below:

- Civil Court Finding
- Out of Court Settlement

Type of Offense: _____

Year of Offense or Settlement: _____

Penalty/Punishment/Sanction 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 of Applicable Organization: _____

Name of Independent Body: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

CERTIFICATION

I hereby certify that the information contained in this Screening Disclosure Form is accurate, correct, truthful and complete.

I further certify that I will immediately inform the Organization of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in the withdrawal of volunteer responsibilities or other privileges and/or disciplinary action.

SIGNATURE: _____

DATE: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, I consent and authorize the Organization to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my *Enhanced Police Information Check* and/or *Vulnerable Sector Check* (when permitted by law) for the purposes of screening, implementation of the Organization's Screening Policy, administering membership services, and communicating with

National Sport Organizations, Provincial Sport Organizations, Sport Clubs, and other organizations involved in the governance of sport. The Organization does not distribute personal information for commercial purposes.