

POLICY: SCREENING FOR PROFESSIONAL COACHES

REFERENCE:

EFFECTIVE DATE: September 1, 2005

REVISED DATE:

1.0 POLICY STATEMENT

The primary objective of Skate Canada is to improve, encourage and advance figure skating and recreational skating on ice (collectively, “skating”). In pursuit of that objective, Skate Canada is mandated to take all steps necessary or desirable to regulate skating throughout Canada, and to provide standards and rules for all skating activities of its members.

By virtue of their role and responsibilities in the sport, Professional Coaches maintain a position of leadership with members and their families. In order to help ensure the quality and integrity of our professional coaching membership and the safety and well being of Skate Canada members and their families, Skate Canada requires that all professional coaches have a "Police Clearance Check" and "Positions of Trust Check" performed and submitted to Skate Canada.

This screening policy does not absolve clubs and skating schools from their responsibility of following a detailed recruitment process (including reference checks) for hiring/contracting professional coaches.

2.0 APPLICATION OF POLICY

- 2.1 Any individual wishing to become a Skate Canada Professional Coaching Member is required to submit a Police Clearance Check and Positions of Trust Check as a requirement of obtaining a professional coaching membership with Skate Canada.
- 2.2 Professional coaches must submit an application for a Police Clearance Check and Positions of Trust Check to the organization specified by Skate Canada. The results of the checks will be returned to Skate Canada and will be considered when processing the professional coach's registration application.
- 2.3 Professional coaches are responsible for all fees associated with retaining the Police Clearance Check and Positions of Trust Check.
- 2.4 Professional coaches will be required to submit to a Police Clearance Check and Positions of Trust Check every three years, in order to maintain a Professional Coaching Membership with Skate Canada. In addition, professional coaches have a positive obligation to immediately disclose any circumstances or the occurrence of any event that could reasonably be determined to change the results of the Police Clearance Check and Position of Trust check (“material event”).

- 2.5 If three years lapse without a Professional Coaching Member submitting a current Police Clearance Check and Positions of Trust Check, their Professional Coaching Membership will be deactivated until the updated checks are received and reviewed.
- 2.6 Police Clearance Check and Positions of Trust Check from sources other than those deemed acceptable by Skate Canada will not be considered.

3.0 REFUSING MEMBERSHIP

- 3.1 Skate Canada reserves the right to refuse a professional coaching membership application or deactivate their professional coaching membership based on the outcome of an individual's Police Clearance Check or Positions of Trust Check or the occurrence of a Material event.

4.0 PROCESS FOR OBTAINING A POLICE CLEARANCE CHECK AND POSITIONS OF TRUST CHECK.

- 4.1 Obtain application forms for a Police Clearance Check and Positions of Trust Check from the Skate Canada web site or directly from Skate Canada.
- 4.2 Complete the forms and then have them formally notarized to verify your identity and to attest to the accuracy of the information you have provided on the forms.
- 4.3 Submit the completed and notarized forms with payment directly to the organization specified by Skate Canada.
- 4.4 The results of the Police Clearance Check and Positions of Trust Check will be returned to Skate Canada.
- 4.5 A professional coaching membership will only be activated once the results of the Police Clearance Check and Positions of Trust Check have been received, reviewed and cleared.