



FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION CRIMINAL RECORD CHECK POLICY

The Fort Saskatchewan Minor Sports Association (FSMSA) has developed this policy to address the need for criminal records checks for all board and executive committee members, coaches, managers, trainers and other volunteers involved with minors.

This policy was adopted at a general meeting of the FSMSA Board of Directors on March 6, 2007, as part of its Policies and Procedures. This policy will apply to all Minor Sport programs under the umbrella of the MSA, currently including, but not limited to, baseball, gymnastics, hockey, judo, lacrosse, outdoor soccer, ringette and softball, and any other sports which may be added or join the FSMSA from time to time.

Rights of the Society

The Fort Saskatchewan Minor Sports Association (FSMSA), and any of the Minor Sport programs under its umbrella, has the inherent right to ensure the safety of the young athletes registered in any of its programs and to mitigate risk to the Association.

The FSMSA does not have the right to go beyond what is necessary for self-protection.

The FSMSA and its Minor Sport programs will require all board or executive members, coaches, assistant coaches, managers, trainers, and any other volunteer as may be appropriate for a Minor Sport program, to provide the FSMSA with an annual criminal record check. Failure to produce this information will mean the individual will forfeit their position.

It is the responsibility of each Minor Sport program to notify the FSMSA Board of Directors and the appropriate governing provincial sports body of any complaints concerning abuse of a youth within their sport. It is a responsibility of the Board of Directors to ensure the Minor Sport programs are aware of the legal and moral obligations toward the youth.

Process for a Criminal Record Check

Volunteer Positions

The Fort Saskatchewan Minor Sports Association (FSMSA) has the right to investigate the character of its volunteers and shall require them to undertake an annual criminal record check before commencing any coaching or other team-related activities. This applies to all coaches, assistant coaches, managers, trainers or other volunteer positions as may be determined by each Minor Sport program. In addition, all Board or Executive Committee members must undertake a criminal record check within one month following their election to any position.

Each volunteer will be provided with a letter from the FSMSA, which they should complete and submit to the local RCMP detachment that will run a check on the individual. If there is no criminal record, a certificate will be prepared and should be submitted to the FSMSA office. This information will be maintained in a confidential manner and made available only to those Minor Sport programs that require a confirmation of this information.

In the event that a criminal record exists, it is up to the individual to disclose to the FSMSA that a record exists. If the individual wishes to obtain a copy of their criminal record they must go to the Edmonton Police Service for fingerprinting and are responsible for paying the appropriate fee for this service. They will receive a detailed record of all convictions. Should the individual wish to pursue a volunteer opportunity with the MSA or any of its Minor Sport programs, they must submit this information and a decision will be made by the Executive of the Minor Sport program affected as to whether or not the individual will be granted a position.

Failure to report a criminal record may result in removal from office in accordance with the Disciplinary Policy, or removal from any volunteer coaching or other positions as may be outlined in the Policies and Procedures of a Minor Sport program under the umbrella of the FSMSA.

Paid Positions

A criminal record check shall be required as a term and condition of employment and provided before being offered a position with the Association or any of its Minor Sport programs. A criminal record check will be required annually.



Fort Saskatchewan Minor Sports Association

P.O. Box 3071, Fort Saskatchewan, AB
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Phone/Fax: (780) 998-1835

The following individual is a volunteer for the Fort Saskatchewan Minor Sports Association and has consented to a criminal record check.

Name: _____

Address: _____

Phone No.: _____

Signature: _____

Date: _____

The volunteer has been requested to provide this form and identification to the Fort Saskatchewan RCMP Detachment for a criminal record check. We understand that a certificate will only be generated if no criminal record exists.

The volunteer will provide the certificate generated to the Association.

Lanny Boutin
Office Administrator
FSMSA
(780)-998-1835