

Skate Manitoba Coach Screening Policy

Approved by and date:	Board of Directors, March 24, 2026
Effective date:	April 1, 2026
Scheduled review date:	March 24, 2029

“Organization” refers to: Skate Manitoba

Purpose

Screening *Coaches* is a vital part of providing a safe sporting environment. The *Organization* is responsible, by law, to do everything reasonable to provide a safe and secure environment for *Participants* in its programs, activities, and *Events*.

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

Definition of Coach

An individual (age 14 years of age and older) who is authorized or recognized by the *Organization* to provide instruction and direction to *Participants* in a sport. A list of Coach roles and their levels of risk is provided in **Appendix B**.

Definition of an Athlete

An individual who is an *Athlete Participant* in the *Organization*.

1. **Organization's Coach screening policy requirements:**

Levels of Risk:

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

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.

Background Checks

High Risk Coaches who are eighteen (18) years of age and older, are required to obtain any of the following types of Background Checks:

- Enhanced Police Information Check (E-PIC - Sterling) through Skate Canada

The Organization requires that coaches abide by Skate Canada's Professional Coach Membership Procedure which outlines the current requirements for Background Checks and their frequency.

All adult coaches, including Program Assistants (PA), are required to submit a Screening Disclosure Form (Appendix A) prior to beginning coaching or PAing each membership season (September 1st to August 31st) during the years that a background check was not submitted (year 1 Background Check submitted, year 2 Screening Disclosure submitted, year 3 Screening Disclosure submitted). Screening Disclosure Forms will be submitted online and will be shared with Skate Canada for review if any questions have a 'YES' response recorded. [Click here to access the online Screening Disclosure Form.](#)

2. **Minimum screening requirements based on risk and role of the Coach**

Screening Matrix

The Organization has assigned a level of risk to each Coach role (described in **Appendix B**). The minimum requirements are outlined in the table below and typically consist of Respect in Sport (RIS) for Activity Leaders, along with a *Background Check* of some kind. In addition, *Coaches* are expected to adhere to the *Rule of Two*. Skate Canada coaches are required to adhere to all Skate Canada requirements as set out in the [Skate Canada Professional Coach Membership Procedure](#) and as amended from time to time.

Coach Role	Level of Risk	Screening Requirements	Frequency of Requirements
Program Assistant	Low	Respect in Sport Screening Disclosure Form	RIS – Every three years Screening Disclosure form submitted annually *Minors, see section 4
CanSkate Coach	High	Respect in Sport NCCP Training Background Check: CRC-PIC, E-PIC <u>or</u> CRJMC	RIS & Background Check: Every three years Screening Disclosure form annually *Minors, see section4
PowerSkate Coach	High	Respect in Sport NCCP Training Background Check: CRC-PIC, E-PIC <u>or</u> CRJMC	RIS & Background Check: Every three years Screening Disclosure form annually *Minors, see section 4
Regional Coach	High	Respect in Sport NCCP Training Background Check: CRC-PIC, E-PIC <u>or</u> CRJMC	RIS & Background Check: Every three years Screening Disclosure form annually *Minors, see section 4
Provincial coach	High	Respect in Sport NCCP Training Background Check: CRC-PIC, E-PIC <u>or</u> CRJMC	RIS & Background Check: Every three years Screening Disclosure form submitted annually
National coach	High	Respect in Sport NCCP Training Background Check: CRC-PIC, E-PIC <u>or</u> CRJMC	RIS & Background Check: Every three years Screening Disclosure form submitted annually

3. **Process for Background Check alert**

In the event that a *Background Check* returns an alert for a *Coach*, it is the responsibility of each *Organization* to establish a formal process for reviewing and addressing such cases.

Please see [Skate Canada Professional Coach Membership Procedure](#) Good Standing Requirements – Screening, for information regarding background check alerts. Skate Canada coaches have an obligation to immediately disclose any circumstances or the occurrence of any events to safesport@skatecanada.ca that could reasonably be determined to change the results of the screening status.

Skate Manitoba will share all screening disclosure forms with Skate Canada at safesport@skatecanada.ca that produces an alert (for example, where a YES is answered in response to a question).

Skate Manitoba will work with Skate Canada to review alerts on the screening disclosure form, and align with the decisions Skate Canada uses when Background Checks are alerted for coaches across Canada.

4. **Process for screening Coaches under 18**

Skate Canada Clubs and Skating Schools in Manitoba must **ANNUALLY** perform a reference check on all coaches and program assistants between the ages of fourteen (14) and eighteen (18) years of age. Reference checks must be completed before a coach or program assistant can participate in their role for that membership season. Skate Canada Clubs and Skating Schools must **REPORT** to Skate Manitoba all persons between the ages of fourteen (14) and eighteen (18) that they have screened with a reference check by completing the following form: ([Click here to access the MINOR REFERENCE FORM](#))

Skate Canada Clubs and Skating Schools in Manitoba may be liable should they not perform a reference check on an underage coach and an incident occurs.

5. **Board Approval & Review:** *Coach* screening policies must be approved by the *Organization's* board and reviewed every three (3) years.

Other Considerations

Valid Driver's License – Any coach entrusted to drive a vehicle provided by the Organization (including but not limited to rented vehicles or own vehicles), is required to have a valid Driver's License. All Drivers will need the appropriate class of license to drive the type of vehicles used.

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 describe each finding, judgment or ruling below:

Civil Court Finding: _____ Out of Court Settlement:

Type of Offense or Finding: _____

Year of Offense or Settlement: _____

Penalty or Punishment 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 or Type of Offense:

Name and Independent Body:

----- Year Convicted: -----

Penalty or Punishment Imposed:

Further Explanation:

Certification

I hereby certify that the information contained in this application 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 termination of membership and/or further discipline.

Signature: _____ Date: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, you consent and authorize the Organization to collect, use and disclose your personal information, including all information provided on the Screening Disclosure Form, Background Check for the purposes of screening, administering membership services and communicating with Provincial Sport Organizations, Host Societies, and other organizations involved in the governance of the sport. The Organization does not distribute personal information for commercial purposes.

Appendix B – Coach Roles

Program Assistant

These *Coaches* are never alone with an *Athlete* and have parent supervision at all times. No travel occurs, and they are under the direction and instruction of an in good standing coach who has achieved at least an NCCP CanSkate In Training status with the Coaching Association of Canada. These *Coaches* do not take any *NCCP* and are provided with directions from the Skate Canada coach (CanSkate In Training or higher) in charge of the athlete group. The typical season lasts approximately 10 weeks. Must be members of the *Organization*.

CanSkate Coach

These are Coaches who have taken sport specific course through a National Coach Certification Program (NCCP) in order to coach Skate Canada's CanSkate program. Coaches must be in Good Standing with Skate Canada in order to be eligible to coach.

PowerSkate Coach

These are Coaches who have taken sport specific NCCP certification in order to coach Skate Canada's PowerSkate program. Coaches must be in Good Standing with Skate Canada in order to be eligible to coach.

Regional Coach

These are Coaches who have taken sport specific NCCP certification in order to coach Skate Canada's Star 1-5 program, Star 6 to Gold and podium pathway in all disciplines, and attend local and provincial competitions. Coaches must be in Good Standing with Skate Canada in order to be eligible to coach.

Provincial Coach

These are Coaches who have taken sport specific NCCP certification in order to coach Skate Canada programming in Star and Podium Pathway in all disciplines, and to attend domestic and National Qualifying competitions. Coaches must be in Good Standing with Skate Canada in order to be eligible to coach.

National Coach

These are Coaches who have taken sport specific NCCP certification in order to coach Skate Canada programming in Star and Podium Pathway in all disciplines, and to attend National and International competitions. Coaches must be in Good Standing with Skate Canada in order to be eligible to coach.

All coaches must adhere to Skate Canada's rules and regulations.