



TITLE	Safe Sport   Screening Policy
TYPE	Policy
ENTRY IN FORCE	December 20, 2022
DATE OF LAST REVIEW	May 21, 2025
FREQUENCY OF REVIEW	Triennial
TARGET COMPONENT	Pickleball NB- Executive & Directors, Officials, Activity leaders, Affiliated Clubs.
RESPONSIBLE SECTOR	Pickleball NB
DISTRIBUTION	<ul style="list-style-type: none"> <li>- Executive &amp; Directors</li> <li>- Affiliated Clubs</li> <li>- Employees</li> <li>- Organizers of activity in the name of PBNB</li> <li>- Members</li> </ul>
ADOPTED ON	February 20, 2025

## 1. SUMMARY

Pickleball NB (PBNB as followed) understands that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the sports community.

The purpose of this policy is to define the criteria of the screening regarding activity for or organized by Pickleball NB and according to the role and responsibilities of everyone involved.

This policy also indicates the commitment and involvement of PBNB in supporting members and affiliated clubs in the screening process.

## 2. APPLICATION OF THE POLICY

This policy applies to all individuals whose position with PBNB is one of trust or authority which may relate but not limited to finances, supervision or vulnerable individuals.

Not all individuals associated with PBNB or PBNB's activities will be required to obtain a Criminal Record Check or submit screening documents because not all position poses a risk of harm the organization, members or participants. PBNB will determine which individuals will be subject to screening using the following guidelines:

Level 1 - Low risk: Individuals involved in low-risk assignments who are not in a supervisory role, not involved with finances and/or do not have unsupervised access to vulnerable individuals. Examples:

- a) Parents, youth or volunteers (i.e. court runners at tournament) who are helping on a non-regular basis or informal basis

Level 2-Medium risk: Individuals involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with finances and/or have limited access to vulnerable individuals. Examples:

- a) Athlete support personnel
- b) Non-coach employees or managers
- c) Board members and Directors
- d) Coaches and/or individual coaching who are typically under the supervision of another coach
- e) Officials
- f) Tournament directors
- g) Club President and Treasurer

Level 3-High risk: Individuals involved in high-risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with finances, and/or who have frequent or unsupervised access to vulnerable individuals. Examples:

- a) Full-time coaches
- b) Coaches who travel with Athletes
- c) Coaches who could be alone with Athletes
- d) Coaches or individuals involved with youth or vulnerable individuals

If an affiliated club or event organizer for PBNB voluntarily decides not to follow the recommendations issued by PBNB regarding screening and described in this policy, PBNB will not take responsibility in the event of an incident and the club could lose its privilege of organizing the event on behalf of PBNB

**a. Affiliated Clubs**

Under the Affiliation Agreement, affiliated clubs are strongly advised to conduct criminal background checks on the club president and treasurer. PBNB assumes financial responsibility for the cost of the background check for those who wish to do so using the Sterling Background Check platform.

It is also recommended that affiliated clubs screen other individuals involved within the activities organized by the club as listed in this policy. However, it is mandatory for an affiliated club to follow this policy if it is organizing an event on behalf of PBNB.

**b. Coaches**

Any individual leading a coaching session within the affiliated the clubs must have an NCCP certification. The person(s) assisting the coach must pass a criminal background check, a vulnerable sector check and complete the Respect in Sport for activity leader training. However, if the individual is involved with young participants, an Enhanced Police Information Check (E-PIC) is also required.

Any coach or assistant involved with Pickleball Team NB (adult or youth) must have NCCP training without exception.

**3. SCREENING REQUIREMENTS**

A screening requirement matrix is provided as Appendix A.

If an individual subsequently received a charge, conviction for, or is found guilty of an offence, they will report this circumstance to PBNB or the member as applicable. Additionally, the individual will inform the organization of any changes in their circumstances that would alter the original responses to their screening.

If PBNB or the Members learns that an individual has provided false information, inaccurate or misleading information, the individual will immediately be removed from their position and may be subject to further discipline measures.

**4. RENEWAL**

Unless otherwise or on a case-by-case basis, individuals undergoing screening are required to submit the documents as follows:

- a) An E-PIC – every three (3) years
- b) A Criminal Background Check- every five (5) years

- c) A Vulnerable Sector Check- once
- d) Respect in sport- every four (4) years
- e) Screening Disclosure Form -once (Appendix B)
- f) Screening Renewal Form-every year or when needed (Appendix C)

At any time, including after the submission of the documents, an individual may be asked to submit additional screening documents or resubmit the documents listed above if it is advised of new information that could affect the assessment of the individual suitability for participation in the PBNB programs or activity or with any of its members.

## **5. FINANCIAL RESPONSIBILITY**

PBNB will take the financial responsibility and pay for the following:

- a) Club's President and Treasurer criminal background check through Sterling Background check platform.
- b) Criminal background check for all Board members including directors.
- c) Respect in sport
  - I. Board members including directors
  - II. Officials
  - III. Volunteer for events organized for Pickleball NB
  - IV. Club President of affiliated club
  - V. Individual with no NCCP training helping at coaching sessions (member of an affiliated club)

### **a. Respect in sport**

PBNB will reimburse Respect in Sport's training fees to all admissible individuals taking the training and as per the list above. The reimbursement will be sent to the affiliated club, which will be responsible for reimbursing the individual. Proof of successful completion of training, proof of payment as well as the form in Appendix B must be provided to obtain reimbursement.

PBNB will not pay for the recertification of Respect in sport for activity leader of an NCCP coach.

Any individual who receives the reimbursement of the Respect in sport training and/or Criminal Background Check will not be eligible to the reimbursement of the fees if he/she decides to take the NCCP training.

## **6. RECORD**

All records will be maintained in a confidential manner and will not be disclosed excepts

- a) Required by law
- b) In the case where an individual uses the Sterling Background check platform provided by PBNB to undergo their background checks for

coaching purposes. PBNB reserves the right to share the results with the affiliated club.

Affiliated clubs are responsible to keep records of the following documents

- a) Screening disclosure Form
- b) Screening renewal Form
- c) Criminal Background checks
- d) Any Respect in Sports training
- e) Vulnerable Sector Check
- f) E-PIC (for a period of three years)
- g) Records of any discipline applied to a member
- h) Proof of NCCP training

PBNB is responsible to keep records of the above documents if PBNB is in possession of them and the following:

- a) Records of any discipline applied to any individuals by the Organization, by a member, by an Affiliated Club, or by any other sports organization.

## **7. CRIMINAL CONVICTION**

An individual's conviction for any of the following *Criminal Code* offences may result in expulsion from the Organization and/or removal from designated positions, competitions, programs, activities and events upon the sole discretion of the Organization or the Member:

- a) Any offence of physical or psychological violence
- b) Any crime of violence including, but not limited to, all forms of assault
- c) Any offence involving the possession, distribution, or sale of any child-related pornography
- d) Any sexual offence
- e) Any offence involving theft or fraud

## **8. UPDATE OF THE POLICY**

The policy will be reviewed triennially, or as operational needs dictate.

## **9. ENTRY IN FORCE**

This policy will enter into force on December 20, 2022.

**APPENDIX A**  
Screening Requirement Matrix

Risk Level	Roles	Training Recommended/Required	Screening
Level 1 Low risk	a) Parent, youth or volunteer acting in a non-regular or informal basis	Recommended: <ul style="list-style-type: none"> <li>• Respect in the Workplace</li> </ul>	Recommended: <ul style="list-style-type: none"> <li>• Screening Disclosure Form</li> <li>• Screening Renewal form</li> </ul>
Level 2 Medium risk	a) Coach  B) Non-coach employees or managers  c) Board members and Directors  d) Coaches and/or individuals coaching who are typically under the supervision of another coach  e) Officials  f) Tournament directors  g) Club President and Treasurer	Coaches <ul style="list-style-type: none"> <li>• Mandatory: <ul style="list-style-type: none"> <li>○ NCCP training</li> </ul> </li> </ul> Individuals coaching who are typically under the supervision of another NCCP certified coach <ul style="list-style-type: none"> <li>• Mandatory: <ul style="list-style-type: none"> <li>○ Respect in sport for Activity Leader</li> </ul> </li> </ul> Officials <ul style="list-style-type: none"> <li>• Recommended: <ul style="list-style-type: none"> <li>○ Respect in Sport for Officials</li> </ul> </li> </ul> Board Members and Directors <ul style="list-style-type: none"> <li>• Mandatory: <ul style="list-style-type: none"> <li>○ Respect in the Workplace</li> </ul> </li> </ul> Non-Coach employees or managers <ul style="list-style-type: none"> <li>• Mandatory <ul style="list-style-type: none"> <li>○ Respect in the Workplace</li> </ul> </li> </ul> All other roles <ul style="list-style-type: none"> <li>• Recommended: <ul style="list-style-type: none"> <li>○ Respect in the Workplace</li> </ul> </li> </ul>	Individuals coaching who are typically under the supervision of another NCCP certified coach <ul style="list-style-type: none"> <li>• Mandatory: <ul style="list-style-type: none"> <li>○ Criminal Background check</li> <li>○ Vulnerable Sector Check</li> </ul> </li> </ul> Board members and Directors <ul style="list-style-type: none"> <li>• Mandatory: <ul style="list-style-type: none"> <li>○ Criminal Background check</li> </ul> </li> </ul> Club President and Treasurer <ul style="list-style-type: none"> <li>• Recommended: <ul style="list-style-type: none"> <li>○ Criminal Background check</li> </ul> </li> </ul> All other roles <ul style="list-style-type: none"> <li>• Recommended. <ul style="list-style-type: none"> <li>○ Screening disclosure form</li> <li>○ Screening renewal form</li> </ul> </li> </ul>
Level 3 High-risk	a) Full-time coaches  b) Coaches who travel with Athletes  c) Coaches who could be alone with Athletes,  d) Coaches or individuals involved with youth or vulnerable individuals	All roles <ul style="list-style-type: none"> <li>• Mandatory: <ul style="list-style-type: none"> <li>○ NCCP training</li> </ul> </li> </ul>	All roles <ul style="list-style-type: none"> <li>• Mandatory: <ul style="list-style-type: none"> <li>○ Criminal Background check</li> <li>○ Vulnerable Sector Check</li> <li>○ E-PIC</li> </ul> </li> </ul>



**APPENDIX B**  
Screening Disclosure Form

**NAME:**

\_\_\_\_\_

First

Middle

Last

**OTHER NAMES YOU HAVE USED:** \_\_\_\_\_

**CURRENT PERMANENT ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_

Street

City

Province

Postal

**EMAIL:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_ **GENDER IDENTITY:** \_\_\_\_\_

Month/Day/Year

**CLUB:** \_\_\_\_\_

*Note: Failure to disclose truthful information below may be considered an intentional omission and may result in the loss of volunteer responsibilities or other privileges and/or disciplinary action.*

**1. Have you been convicted of a crime? If so, please complete the following information for *each conviction*. Attach additional pages as necessary.**

Name or Type of Offence: \_\_\_\_\_

Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_

Year Convicted: \_\_\_\_\_

Penalty or Punishment Imposed: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

**2. Have you ever been disciplined or sanctioned by a sport governing body or by an independent body (e.g., private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position? If so, please complete the following information for each disciplinary action or sanction. Attach additional pages as necessary.**

Name of disciplining or sanctioning body:

\_\_\_\_\_

Date of discipline, sanction or dismissal: \_\_\_\_\_

Reasons for discipline, sanction or dismissal:

\_\_\_\_\_

Penalty or Punishment Imposed: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

**3. Are criminal charges or any other sanctions, including those from a sports body, private tribunal or government agency, currently pending or threatened against you? If so, please complete the following information for each pending charge or sanction. Attach additional pages as necessary.**

Name or Type of Offence: \_\_\_\_\_

Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_

Name of disciplining or sanctioning body:

\_\_\_\_\_

Further Explanation: \_\_\_\_\_

**PRIVACY STATEMENT**

By completing and submitting this Screening Disclosure Form, I consent and authorize PBNB and/or the affiliated club 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 *Screening Policy*, administering membership services, and communicating with National Sports Organizations, Provincial/Territorial Sports Organizations, clubs, and other organizations involved in the governance of the sport. PBNB and its affiliated clubs do not distribute personal information for commercial purposes.

**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 PBNB or the affiliated club (as applicable) 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.

**NAME (print):** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_



**APPENDIX C**  
Screening Renewal Form

**NAME:**

\_\_\_\_\_

First

Middle

Last

**OTHER NAMES YOU HAVE USED:** \_\_\_\_\_

**CURRENT PERMANENT ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_

Street

City

Province

Postal

**EMAIL:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_ **GENDER IDENTITY:** \_\_\_\_\_

Month/Day/Year

**CLUB:** \_\_\_\_\_

By signing this document below, I certify that there have been no changes to my criminal record since I last submitted an Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to PBNB or the affiliated club.

I further certify that there are no outstanding charges and warrants, judicial orders, peace bonds, probation or prohibition orders, or applicable non-conviction information, and there have been no absolute and conditional discharges.

I agree that any Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I would obtain or submit on the date indicated below would be no different than the last Enhanced Police Information

Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I submitted to PBNB or the affiliated club.

I understand that if there have been any changes, or if I suspect that there have been any changes, it is my responsibility to obtain and submit a new Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to the Screening Committee instead of this form.

**I recognize that if there have been changes to the results available from the Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form, and that if I submit this form improperly, then I am subject to disciplinary action and/or the removal of volunteer responsibilities or other privileges at the discretion of the Screening Committee.**

**NAME (print):** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_



**APPENDIX D**  
Respect in Sport expense form

**NAME:** \_\_\_\_\_

First

Middle

Last

**CURRENT PERMANENT ADDRESS:**

\_\_\_\_\_

Street

City

Province

Postal

**EMAIL:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_ **GENDER IDENTITY:** \_\_\_\_\_

Month/Day/Year

**CLUB:** \_\_\_\_\_

**POSITION OR OCCUPANCY IN THE CLUB:**

\_\_\_\_\_

**Select which training you wish to get reimbursed.**

Respect in Sport for Activity Leader

Respect in Sport for Officials

Respect in the Workplace

RESERVED FOR ADMINISTRATIVE PURPOSE

Accepted

Denied