

Manitoba Table Tennis Association-Coach Screening Policy

Purpose

The Manitoba Table Tennis Association (MTTA) understands that screening coaches is a vital part of providing a safe sporting environment. The MTTA is committed to doing 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 MTTA's activities who may pose a risk to the organization and its participants. Coaches are valued and respected by the MTTA and are viewed as a key component of the sport delivery system. It is important for coaches to be clear on their roles and responsibilities and how these relate to the mission of the MTTA.

Definition of Coach

A coach is any person who guides athletes to train and compete in table tennis. They are in a position of power and trust with their athletes regardless of the age of the athlete and the age of the coach. A list of Coach roles and their levels of risk is provided in Appendix B.

Definition of an Athlete

Any child, youth, or adult who participates or trains in table tennis with the guidance of a coach.

Levels of Risk:

High Risk - Coaches who have direct access to athletes (of any age) without parental supervision.

Medium Risk - Coaches who are under the supervision of other coaches and there is no opportunity to be alone with an athlete.

Low Risk - Coaches who are under full time parent supervision (e.g., community-based coaches). There is no travel involved and no opportunity to be alone with an athlete.

Background Checks

Coaches are required to obtain any of the following types of Background Checks:

- Criminal Record Check (CRC)
- Police Information Check (PIC)
- Enhanced Police Information Check (E-PIC)

Generally, a Criminal Record Check and Police Information Check (CRC-PIC) may be

obtained from local RCMP detachments and/or local police services and are free for volunteers. However, obtaining the results of the CRC–PIC may take as long as two weeks.

Instead of obtaining a CRC–PIC, the MTTA recommends that coaches obtain an Enhanced Police Information Check (E–PIC) from Sterling Backcheck. There is a \$25 fee for obtaining the E–PIC, but the results are returned within 48 hours.

Finally, coaches who have obtained a CRC–PIC or E–PIC within the last five years are not required to obtain the results of these checks again. Instead, the coach can provide a letter from their employer or sport organization verifying that the checks have been completed. The letter must include the coach’s name, birthdate, the date the checks were completed, and a signature from a representative of the organization or employer. In addition to the letter, the coach must submit a Screening Disclosure Form (Appendix A).

Child Abuse Registry

Coaches are required to obtain a Child Abuse Registry Check (CARC). The Child Abuse Registry is designed to identify and register known child abusers. Individuals on this registry have been found guilty of an offense involving the abuse of children and/or the Child Abuse Committee has determined the individual has abused a child.

The MTTA has its own “CARC Forms” that coaches must use to submit a Child Abuse Registry Check free of charge. Alternate forms will not be accepted (unless at the discretion of the MTTA). Results of a CARC may take up to six weeks.

Screening Matrix

MTTA has assigned a level of risk to each Coach role (described in **Appendix B**). Each role has different screening requirements that range from completing screening education modules to regularly submitting a background check.

The matrix below explains which screening requirements are necessary for each coach role.

Coach Role	Level of Risk	Screening Requirements	Frequency of Requirements
6-week community coach	Low Supervised by parents	Respect in Sport & Rule of Two & Safe Sport Screening Disclosure form annually	RIS – Every five years
Community coach/instructor	Medium Supervised by other Coaches	Respect in Sport, Rule of Two & Safe Sport Background Check: CRC-PIC <u>or</u> E-PIC	RIS & Background Check: Every five years Screening Disclosure form annually
Competition coach	High Few coaches and parents	Respect in Sport, Rule of Two & Safe Sport Background Check: CRC-PIC <u>or</u> E-PIC + CARC	RIS & Background Check: Every five years CARC: Every five years Screening Disclosure form annually
Performance coach	High Few coaches and parents	Respect in Sport, Rule of Two & Safe Sport Background Check: CRC-PIC <u>or</u> E-PIC + CARC	RIS & Background Check: Every five years CARC: Every five years Screening Disclosure form annually
Professional coach	High Few coaches	Respect in Sport, Rule of Two & Safe Sport Background Check: CRC-PIC <u>or</u> E-PIC + CARC	RIS & Background Check: Every five years CARC: Every five years Screening Disclosure form annually

Canada Games Selection

All coaches who intend to represent Manitoba at the Canada Games are considered to be in 'High Risk' positions.

The Canada Games program will accept results from a Background Check and CARC within five years from the date of the Games (provided that the results are submitted in their original format). When the results of the checks are more than a year old, a Screening Disclosure Form (Appendix A) must also be submitted. For Canada Games coaches and managers, the MTTA will cover the cost of Background Checks and CARCs.

Rejection and Appeal

The MTTA reserves the right to reject the participation of any coach whose screening results reveal previous criminal activity. However, the coach's rejection may be appealed to the MTTA's Executive Committee. When determining whether to accept or deny the appeal, the Committee will consider the relevance of the infraction, efforts at rehabilitation, and the date of the infraction.

Appeals should be submitted to MTTA staff. Staff or the Executive Committee may request more information from the Appellant coach. The results of the appeal will be provided to the Appellant within one month of the appeal.

If a coach's CARC reveals an incident, the coach will not be permitted to attend the Canada Games in any circumstance. This is not appealable.

Flagged Check

If a coach's Criminal Record Check (CRC), Enhanced Police Information Check (E-PIC), or Child Abuse Registry Check (CARC) is flagged with any findings, the MTTA will initiate a review process. Upon receiving notice of a flagged check, the coach will be asked voluntarily to provide further details in writing, including context and supporting documentation (e.g., court records, letters of reference, or evidence of rehabilitation). The MTTA Executive Committee will assess the flagged information on a case-by-case basis, considering the nature of the offense, the date it occurred, relevance to the coaching role, and any risk posed to athletes. The coach may also be invited to participate in an interview. During the review process, the coach may be temporarily suspended from duties. Following the review, the Committee will decide to approve, conditionally approve (with restrictions), or reject the coach's involvement. Coaches will be notified in writing of the outcome within 30 days. A flagged CARC that indicates a history of child abuse will result in automatic and non-appealable disqualification from any coaching role within the MTTA.

Underage Coach Screening Process

Coaches under the age of 18 are subject to a modified screening process. Due to their minor status, they are not required to complete a Criminal Record Check or Child Abuse Registry Check. Instead, underage coaches must provide two reference checks from non-family adults who have known them for at least one year in a supervisory or educational capacity. They must also complete the Respect in Sport (RIS) training, Safe Sport and Rule of Two education. At no point should an underage coach be left alone with athletes; they must always operate under the direct supervision of an adult coach or parent. This ensures their development as responsible leaders while maintaining a safe environment for all participants.

Other Considerations

Valid Driver's License - Any coach entrusted to drive a vehicle provided by the MTTA within the Canada Games program (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.

Safe Sport– In any major competition of MTTA or Table Tennis Canada Coaches are required to be certified in Safe Sport as a minimum requirement to be allowed in the playing area.

Delays – The MTTA recognizes that there may be delays in obtaining the results of a background check. Generally, the coach will not be permitted to attend the Games unless the results of the check have been completed. However, if there is a delay in obtaining the results, the MTTA may approve the coach's participation if the coach can prove the process has begun, sits for an interview with the MTTA, and the coach has provided at least two character references.

Appendix A - Screening Disclosure Form

NAME: _____
First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

CLUB: _____ **EMAIL:** _____

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 of screening requirements.

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 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 Manitoba Table Tennis Association to collect, use and disclose your personal information, including all information provided on the Screening Disclosure Form, Background Check and/or Vulnerable Sector Check for the purposes of screening, administering membership services and communicating with other Provincial Sport Organizations, Host Societies, and other organizations involved in the governance of the sport. MTTA does not distribute personal information for commercial purposes.

Appendix B – Coach Roles

Low Risk

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 take few NCCP and may be provided with pre-planned practice plans. Typical season lasts 4–6 weeks. They are members of MTTA.

Medium Risk

Community Coach/Instructor

These are coaches/instructors 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 take NCCP sport specific certification in the community or Instruction beginners' stream of the NCCP. Typically they are Members of MTTA.

High Risk

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 the province to compete in tournaments with little to non-parental supervision. This includes high school coaches and club travel teams. These coaches take NCCP sport specific certification in the Competition Introduction stream of the NCCP. These coaches would coach beyond 3 months. They are Members of MTTA.

Performance Coach

These are coaches who work with elite MTTA 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 with little to non-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.