



Triathlon BC Guide for Conducting Criminal Record Checks on Coaches

How it works

A criminal record check will show whether a person has either an **outstanding charge or a conviction for which a pardon has not been granted** under federal law.

TriBC will ask current coaches of athletes under the age of 19 years to provide written consent for a criminal record check (See step 1 on the chart).

A coach who does not give consent will not be permitted to coach athletes under the age of 19 years at TriBC affiliated clubs.

Coaches should attend their local Police office in person with two pieces of photo identification and the completed authorization forms and ask for a criminal records check. Some Police forces may charge for these enquiries, most **will** charge if the coach is in a paid position. **TriBC will not be responsible for any costs related to the process.** The Police agency may have their own documentation forms which they will provide. Those forms may require the name of a person within the organization with whom the Police can release any relevant information. The Triathlon BC Executive Secretary is designated as the Risk Manager who will oversee this process. The name of the current Executive Secretary is listed on the Triathlon BC website under "about us".

The Police agency will process the information through the Canadian Police Information Centre and return the results to the Executive Secretary of TriBC (See steps 2 and 3).

- If a check does not reveal a record, the police or the coach will forward the results to the Secretary of TriBC. He/she will tell TriBC that no relevant record exists (See step 3a).
- If there is a record, the Executive Secretary of TriBC compares the offence information to relevant offences named in Schedule I.
- If the record is not a relevant offence named in Schedule I, TriBC will be informed that no relevant record exists.
- If the check does reveal a record of a relevant offence named in Schedule I, the volunteer may be asked to provide fingerprints so that the police can confirm the person's identity. (Step 3b).
- The Executive Secretary of TriBC receives the fingerprint results from the police or the coach (See step 4).

- If the identity is confirmed, the Executive Secretary of TriBC will inform TriBC and applicant that there is a relevant record (specifics kept confidential) and that the applicant is not able to coach athletes under the age of 19 years in a TriBC affiliated club.(See step 5b).
- If the fingerprints do not match those on the record, TriBC will be informed that no relevant record exists. (See step 5a).
- The Executive Secretary of TriBC will return all documentation to the coach and file only a record of rejection without listing the specifics or the reasons thereof.

TriBC must then ensure that the coach is **removed from or never placed** in a position where he or she works with or has unsupervised access to participants. (See step 7)

A coach may withdraw consent for the disclosure of any relevant criminal record at any time. A coach who withdraws consent will not be permitted to coach athletes under the age of 19 years at TriBC affiliated clubs.

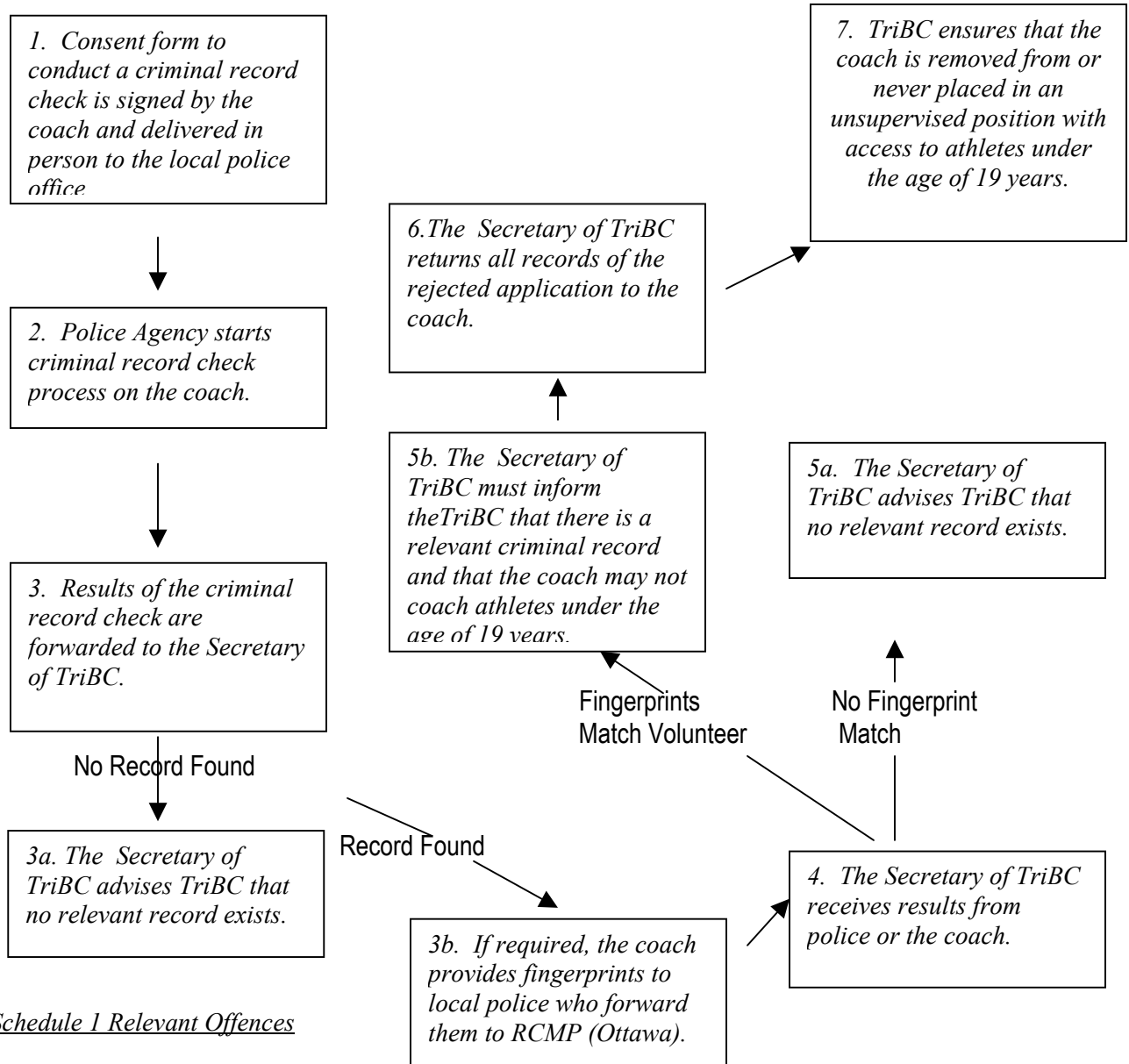
New Charges and Convictions

If a coach who works with athletes under the age of 19 years at TriBC affiliated clubs is charged or convicted of a relevant offence after a criminal record check has been completed, the volunteer must promptly report the conviction to the Secretary of TriBC.

Any coach that has been charged with a criminal offense(s) amongst the lists of Relevant Offenses shall be automatically suspended from participating in any and all activities of the TriBC until the matter is resolved.

*****Subsequent Criminal Record Checks are required every two years*****

TriBC Volunteer Criminal Record Check Process



Schedule 1 Relevant Offences

1 The following sections of the *Criminal Code* (Canada) are designated as relevant offences:

- section 151: (Sexual Interference);
- section 152: (Invitation to Sexual Touching);
- section 153: (Sexual Exploitation);
- section 155: (Incest);
- section 159: (Anal Intercourse);
- section 160: (Bestiality);
- section 161: (Order of Prohibition);
- section 163.1: (Child Pornography);
- section 170: (Parent or Guardian Procuring Sexual Activity);

section 171: (Householder Permitting Sexual Activity);
section 172: (Corrupting Children);
section 173 (1): (Indecent Acts);
section 173 (2): (Exposure);
section 177: (Trespassing at Night);
section 179: (Vagrancy);
section 212 (1): (Procuring a Person for the Purposes of Prostitution);
section 212 (2): (Living Off Avails of Child Prostitution);
section 212 (4): (Attempting to Obtain the Sexual Services of a Child);
section 215: (Duties of Persons to Provide Necessities);
section 218: (Abandoning Child);
section 220: (Causing Death by Criminal Negligence);
section 221: (Causing Bodily Harm by Criminal Negligence);
section 229: (Murder);
section 235: (Punishment for Murder);
section 236: (Punishment for Manslaughter);
section 237: (Punishment for Infanticide);
section 238: (Killing Unborn Child in Act of Birth);
section 239: (Attempt to Commit Murder);
section 240: (Accessory after Fact to Murder);
section 242: (Neglect to Obtain Assistance in Child Birth);
section 243: (Concealing Body of Child);
section 244: (Causing Bodily Harm with Intent);
section 245: (Administering Noxious Thing);
section 246: (Overcoming Resistance to Commission of Offence);
section 264: (Criminal Harassment);
section 264.1: (Uttering Threats);
section 266: (Assault);
section 267: (Assault with a Weapon or Causing Bodily Harm);
section 268: (Aggravated Assault);
section 269: (Unlawfully Causing Bodily Harm);
section 271: (Sexual Assault);
section 272: (Sexual Assault with a Weapon, Threats to a Third Party or Causing Bodily Harm);
section 273: (Aggravated Sexual Assault);
section 273.3: (Removal of Child from Canada);
section 279: (Kidnapping/Forcible Confinement);
section 279.1: (Hostage Taking);
section 280: (Abduction of Person under Sixteen);
section 281: (Abduction of Person under Fourteen);

section 282: (Abduction in Contravention of Custody Order);
section 283: (Abduction);
section 372: (False Messages/Indecent Telephone Calls/Harassing Telephone Calls);
section 810: (Where Injury or Damage Feared);
section 810.1: (Where Fear of Sexual Offence).

2 The following sections of the *Food and Drugs Act* (Canada) are designated as relevant offences:

section 39: (Trafficking in Controlled Drug);
section 48: (Trafficking in Restricted Drug).

3 The following section of the *Narcotic Control Act* (Canada) is designated as a relevant offence:

section 4: (Trafficking).

4 The following section of the *Controlled Drugs and Substances Act* (Canada) is designated as a relevant offence:

section 5: (Trafficking in a Controlled Substance).