



COACH & TEAM OFFICIALS SCREENING POLICY

Approved by and date:	May 2, 2026
Effective date:	September 1, 2026
Scheduled review date:	June 1, 2027

“Organization” refers to: Hockey Manitoba

1.0 Purpose

The Hockey Manitoba Coach and Team Officials Screening Policy adheres to the minimum standards set forth by both Sport Manitoba and Hockey Canada and works to ensure that all coaches and team officials who are in contact with minor aged or vulnerable athletes have been cleared based on a comprehensive screening process.

Screening coaches and team officials is a vital part of providing a safe sporting environment. The creation of this policy is another step forward for Hockey Manitoba in providing a safe and secure environment for participants in its programs, activities, and events.

The purpose of screening is to identify individuals involved with Hockey Manitoba sanctioned activities who may pose a risk to the organization and its participants.

Definition of Coach

An individual who is 16-years of age or older and authorized/recognized by Hockey Manitoba to provide instruction and direction to participants in a sport.

Definition of Team Official

An individual that is a rostered team staff, 16-years of age or older, that does not fall under the designation of coach (ex. manager, safety person).

Definition of an Athlete

An individual who is an athlete participant in Hockey Manitoba.

2.0 Hockey Manitoba's Coach Screening Policy Requirements

Levels of Risk:

Level 1 - Low Risk – Coaches or team officials under the age of 18. Volunteer Minor Hockey Association, Region or League Board/Executive Members.

Level 2 - High Risk – Coaches; Team Managers; Trainers; Employees who will have direct access to Minors or Vulnerable Persons.

Background Checks

As of the 2026-2027 season, Level 2/High Risk individuals (as listed above) are required to complete a Vulnerable Sector Check (VSC) as mandated by Hockey Canada and Hockey Manitoba. Individuals must submit their completed VSC to their registering body (Minor Hockey Association, league, team) by December 1st of the current season.

The submission of a Vulnerable Sector Check is only required ONE TIME and is valid for a period of three years. At the conclusion of that three-year period, coaches, managers, and team officials would be required to submit a Criminal Record Check, Police Information Check, or Criminal Record and Judicial Matters Check to maintain their screening requirement.

Level 2/High Risk individuals who have obtained a VSC for another organization within the last three years are not required to obtain the results of these checks again. Instead, they can provide the results from their previously completed VSC. The individual must submit also submit an online Screening Disclosure Form via the Hockey Canada Registry.

All individuals listed as Level 1/Low Risk or Level 2/High Risk are required to submit an online Screening Disclosure Form (SDF) to their minor hockey association or registering body on an annual basis. SDF's MUST be completed and submitted prior to being placed on the official team roster at which point the coach or team official will be eligible to begin participation both on and off the ice. SDF's are required for coaches and team officials of ALL risk levels.

Delays

Hockey Manitoba recognizes that there may be delays in obtaining the results of a VSC. As a result, completed VSC's will be accepted up to and including December 1st of the applicable season. After December 1st, if the results of the VSC are delayed, Hockey Manitoba MAY approve participation of the coach, manager, or team official, based on extreme circumstances, and pending proof that the screening process is underway. Coaches or team officials who have not begun the screening process prior to December 1st will be deemed ineligible for the remainder of the season.

Minimum Screening Requirements Based on Risk and Role of the Coach or Team Official Screening Matrix

Hockey Manitoba has assigned a level of risk to each role, based on criteria outlined by both Hockey Canada and Sport Manitoba. In addition to minimum screening requirements, all Level 1/Low Risk and Level 2/High Risk individuals are expected to adhere to the Rule of Two (**Appendix A**). The minimum screening requirements are outlined in the table below.

Role	Level of Risk	Screening Requirements	Frequency of Requirements
Coaches and Team Officials Under the Age of 18	Low / Level 1	Respect in Sport Hockey Canada Certification (see website for Divisional/Category coaching requirements) Screening Disclosure Form (SDF)	RIS: Every five years SDF: Annually
Coaches and All Other Team Officials	High / Level 2	Respect in Sport Hockey Canada Certification (see website for Divisional/Category coaching requirements) Screening Disclosure Form (SDF) Criminal Record and Vulnerable Sector Check (CRC/VSC)	RIS: Every five years SDF: Annually Screening: Every three years

Check Verification

Hockey Manitoba will be able to verify each coach or team official's screening checks in the Hockey Canada Registry. The Hockey Canada Registry can track these checks on each member's profile and display the expiration dates. Hockey Manitoba will also conduct association spot checks throughout each season to confirm compliance. Reporting on such screening data can be provided upon request.

3.0 Process for Background Check Alert

If an individual discloses a criminal record on their SDF that individual will be considered temporarily ineligible until they have completed their VSC and submitted it to the Hockey Manitoba screening committee for review and ruling on eligibility.

If a VSC results in flagged information, determining the next steps is at the discretion of the Hockey Manitoba Screening Committee. The Committee will have a terms of reference and be aware of their responsibilities under the policy. The Committee will be provided with the

flagged individuals documents with the name redacted, if possible. When considering applications, the committee will:

- A. Consider the job function or role of the applicant (examples: coaching vulnerable persons, driving people, managing/handling money)
- B. Weigh the applicant's charge(s) or conviction(s) with the amount of time that has passed, the nature of the offense(s), and the penalty (if any) served by the applicant.
- C. Determine whether to accept the application, reject the application, or request more information from the applicant, before making a determination.
- D. Reject applications that show charges or convictions for offenses against a minor.
- E. Communicate the decision, in written form, to the applicant and applicable hockey organization. Decisions can be appealed per Hockey Manitoba's policies for appeals.
- F. Ensure adequate security safeguards to protect the confidentiality of personal information against unauthorized access, disclosure, use or modification.

An individual can be denied and prohibited from participating in the upcoming season as a coach, manager, or team official within a Hockey Manitoba organization until they complete all screening requirements set forth in this policy. Any individual that has any pending charges or any offenses on the background Screening Disclosure Form or Vulnerable Sector Check will be denied until such offenses have been acquitted or dismissed.

Should an approved coach, manager, or team official subsequently have any charges brought against them during their service to their organization, they will be required to immediately disclose the nature of the charges to Hockey Manitoba and voluntarily terminate their participation until a decision is made by the Screening Committee, regarding the effect of the pending charges on the coach/team official's functions within the association.

Any offenses where the person has been found guilty will be subject to the following timelines:

1. All sexual offenses, regardless of the amount of time since the offense – Lifetime denial. Examples include, but are not limited to:
 - Child molestation, sexual assault, sodomy, prostitution, solicitation, indecent exposure.
2. All felonies that constitute offenses against the person, regardless of the amount of time since the offense – Lifetime denial. Examples include, but are not limited to:
 - Murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary.
3. Any crimes involving children, regardless of the amount of time since the offense – Lifetime denial.
4. All offenses other than those against the person or sexual – 10-year denial from date of conviction. Examples include, but are not limited to:
 - Drug offenses, theft, embezzlement, fraud.
5. All criminal charges that constitute offenses against the person – 7-year denial from date of conviction. Examples include, but are not limited to:
 - Simple assault, battery, domestic violence, hit & run.

6. All criminal charges relating to drug & alcohol offenses - 5-year denial from date of conviction for a single offense, or 10 years from date of last conviction for multiple of such offenses. Examples include, but are not limited to:
 - Driving under the influence, simple drug possession, drunk & disorderly, public intoxication, possession of drug paraphernalia.
7. Any other criminal charge that could be considered a potential danger to children or is directly related to the functions of the applicant – 5-year denial. Example of theft if the person is handling money.

In addition, applicants will be disqualified if they have:

- Been found liable for civil penalties or damages involving sexual or physical abuse of children,
- Been subject to any court order involving sexual abuse or physical abuse of a minor, including but not limited to a domestic order or protection,
- Had their parental rights terminated.
- Have been found to have purposefully withheld information on their submitted SDF.

For offenses listed in numbers 4-7 that occurred greater than the denial time period listed, the Screening Committee will consider accepting the coach or team official on a case-by-case basis. Careful consideration will be given to the nature of the offense, the rehabilitation of the individual, and the offense as it relates to the position being applied for and the potential risk to children.

4.0 Appeal Process for Screening Committee Decisions

Any coach, manager, or team official denied by Hockey Manitoba may submit an appeal of the Screening Committee's decision to the Independent Third Party (ITP Sport). These appeals would be subject to the processes under the appeal policy outlined in the Sport Manitoba Safe Sport Policy Manual which can be found by clicking [HERE](#).

5.0 Board Approval & Review

The Coach & Team Officials Screening Policy will be approved by Hockey Manitoba's board and reviewed on an annual basis.

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, you consent and authorize Hockey Manitoba 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. Hockey Manitoba does not distribute personal information for commercial purposes.

Appendix A – Rule of Two

1. The Rule of Two states that there will always be two screened team officials in good standing when an athlete/participant is present. This means that any one-on-one interaction between a screened team official and a player must take place within earshot and view of the second screened team official, except for medical emergencies.
2. Vulnerable situations can include closed door meetings, travel, and training environments amongst others. Minor Hockey Associations and Leagues must create and implement policies and procedures, in line with these requirements and in a sustainable, phased and measurable process, that limits the instances where these situations are possible. Minors and Vulnerable Persons must not be in any situation where they are alone with a person in a Position of Authority without another screened adult or player present unless prior written permission is obtained from the player's parent or guardian.
3. The Rule of Two should also be applied to interactions with Minors or Vulnerable Persons in virtual training environments. Additionally, for those Vulnerable Persons under age 16, a parent or guardian should be present during virtual training sessions where possible.