

Policy Check Policy



Adopted: April 11, 2019

Effective July 1, 2019, every coach and support staff member attending national team activities both domestically and internationally as well as all board members representing Cheer Canada must meet the following risk management requirement.

- _Enhanced criminal record check/Canada-wide police check/International police check – issued within 12 months of the date of the activity being attended.

To assist our members with understanding what is required of them, we have compiled the following Frequently Asked Questions (FAQs).

HOW DO I COMPLETE A CRIMINAL RECORD/POLICE CHECK?

Through Cheer Canada, via Sterling Talent Solutions, who provide an online, Canada-wide criminal record check service. You can access this service here: <https://www.sterlingtalentsolutions.ca/landing-pages/c/...> (In process)

Please select “Cheer Canada” from the list of organizations. You will be required to create an account to use this service. Cheer Canada will receive notification directly when you have successfully completed your criminal record check using this service. Costs for police checks for team coaches and staff of Team Canada will have expenses reimbursed upon submission of receipts to Cheer Canada.

HOW LONG WILL IT TAKE TO PROCESS MY CRIMINAL RECORD CHECK?

If you utilize the Sterling Talent Solutions Talent service, the turnaround time is generally 1 business day. If you obtain a Canada-wide police check (i.e. through your local police station), times will vary. Please plan accordingly as these may take up to 6 weeks.

In some cases, Sterling Talent Solutions may not be able to process your background check. In this instance, you will be required to obtain a Canada-wide police check through your local police station. Please plan accordingly.

WHAT KIND OF CRIMINAL RECORD CHECK WILL I GET THROUGH STERLING TALENT SOLUTIONS?

Through Sterling Talent Solutions, you will receive the Enhanced Police Information Check (E-PIC). An E-PIC combines a search of the National Repository of Criminal Records in Canada and a search of local police information within multiple databanks. An E-PIC goes beyond a Canadian criminal record check by including searches of local police information that can discover additional conviction and selected non-conviction information which may be relevant to the screening process. Additional information that may be discovered through this in-depth search includes:

- _Outstanding charges
- _Warrants
- _Peace bonds and restraining orders
- _Prohibitions
- _Probation orders
- _Interim release conditions
- _Recent convictions not yet listed in the National Repository
- _Summary Conviction offences that cannot be added to the National Repository

The E-PIC does not include a search of the Pardoned Sex Offender Database. For more information on the criminal record check offered through Sterling Talent Solutions, please visit:

https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_faqs/

DOES CHEER CANADA ASK FOR A VULNERABLE SECTOR VERIFICATION (VSV)?

We are currently in the process of finalizing our policies related to screening. Requiring certain individuals to complete the VSV may become a requirement in the future. Note that only individuals born BEFORE 1986 may require a VSV as the E-PIC will be sufficient for anyone born AFTER 1986. For more information on the VSV, please visit: https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_faqs/

I ALREADY HAVE A CRIMINAL RECORD CHECK THAT I COMPLETED IN MY PROVINCE – WILL THAT SUFFICE?

Yes, if it's issued within 12 months of the date of the activity being attended. Please send a copy of your completed record check to the Executive Director..

I HAVE COMPLETED A CHILD ABUSE REGISTRY CHECK IN MY PROVINCE – WILL THAT SUFFICE?

No. You will still need to complete an enhanced criminal record check/Canada-wide police check/International police check

I HAVEN'T ALWAYS LIVED IN CANADA – WILL I ALSO NEED TO HAVE AN INTERNATIONAL POLICE CHECK DONE?

Coaches who are new to Canada within the past five (5) years must provide an International Police Record Screening for any country they have lived in for longer than six months. Please contact Iain Murray from Sterling Talent Solutions at iain.murray@sterlingts.com or 1.866.455.5840 for more information about obtaining this type of police check.

You will also need to complete a Canadian criminal record check/Canada-wide police check to cover the time spent in Canada.

HOW OFTEN DO I NEED TO COMPLETE A CRIMINAL RECORD CHECK?

Currently, your initial enhanced criminal record check/Canada-wide police check/International police check – needs to have been issued within 12 months of the date of the activity being attended and is valid for 3 years from the date of issue. Police Check must be submitted to Cheer Canada a minimum of 8 weeks prior to anticipated date of travel. Police Check must be valid at the time of travel.

HOW DO I PROVE THAT I HAVE MET THIS REQUIREMENT?

Cheer Canada will keep these on file. For police checks not completed using Sterling Talent Solutions, you will also need to submit a copy of your police check.

WILL I BE ALLOWED ON THE FIELD OF PLAY AT CHEER CANADA COMPETITIONS IF I HAVE NOT COMPLETED THIS REQUIREMENT?

No. In order to ensure the safety of all participants, if you have not completed this requirement you will not be allowed on the field of play at any Cheer Canada domestic or international team activity.

WILL I BE ALLOWED TO TRAVEL TO AN INTERNATIONAL COMPETITION WITH MY ATHLETES IF I HAVE NOT COMPLETED THIS REQUIREMENT?

No. In order to ensure the safety of all participants, if you have not completed this requirement you will not be allowed to travel to CC sanctioned or CC national team activities internationally.

FOR ANY OTHER QUESTIONS, AND/OR TO SUBMIT PROOF OF YOUR COMPLETED REQUIREMENTS, PLEASE CONTACT CHEER CANADA'S EXECUTIVE DIRECTOR:

Joanna Low

executivedirector@cheerleadingcanadainc.com