

Screening Process – Manitoba Baton

Screening requirements are included in the Screening Matrix and are based on Risk Levels associated with your role in the organization. All costs associated with these screening requests are to be borne by the applicant. All forms must be signed with a physical signature.

Initial Screening Request

- Look at the Screening Policy Matrix document to determine your risk level.

Level 1 risk applicants:

1. Fill out **Application form – Appendix A**
2. Fill out **Disclosure form – Appendix B**
3. Send forms to the Screening committee email – mbtsascreeningcommittee@gmail.com

Level 2 risk applicants:

1. Fill out **Application form – Appendix A**
2. Send form to the Screening committee email – mbtsascreeningcommittee@gmail.com
3. Screening committee will send you an invitation for mybackcheck.com. Enter the required information into mybackcheck.com and pay the discounted fee \$25 plus GST
or
share previously obtained checks from within your backcheck account.
4. Alternatively, send physical documents to the Screening committee email.
mbtsascreeningcommittee@gmail.com

Level 3 risk applicants:

1. Fill out **Application form – Appendix A**
2. Send form to the Screening committee email – mbtsascreeningcommittee@gmail.com
3. Screening committee will send you an invitation for mybackcheck.com. Enter the required information into mybackcheck.com and pay the discounted fee \$25 plus GST
or
share previously obtained checks from within your backcheck account.
4. Request and provide **VSC** (for Winnipeg residents, online with WPS)
<https://www.winnipeg.ca/police/services/online-record-checks>
(for outside of Winnipeg, contact your local Police/RCMP)
5. Send physical documents to the Screening committee email -
mbtsascreeningcommittee@gmail.com

Young Person applicant – under the age of 18

1. Fill out **Application form – Appendix A**
2. Fill out **Disclosure form – Appendix B**
3. Provide 2 letters of reference
4. Send forms to the Screening committee email – mbtsascreeningcommittee@gmail.com

All applicants

- Orientation and Training
The screening committee will provide information as required regarding policies, Respect in Sport, NCCP

Annual Renewal

All applicants previously screened will be required to fill out **Appendix C - Renewal Form** annually and submit with MBTSA Membership renewal. This certifies that there have been no changes to the applicant's screening information since the last submission.

A **Young Person** applicant (under the age of 18 years) will only be required to send the **Appendix C - Renewal Form** after initial application until they turn 18. After that, they will be required to comply with the screening based on their risk level at that time.

Notes

1. Application forms must be signed with a physical signature – not a fillable form or electronic signature
2. Any physical documents received by the committee can be destroyed or returned after committee verifies.
3. The screening committee can provide a request form for a VSC from the organization if required by the VSC provider. (appendix D)
4. Renewals are as follows: (unless advised of new information)
 - a. A screening renewal form (appendix C) is required every year when renewing membership.
 - b. An E-PIC every three years
 - c. Vulnerable Sector Check only required once
 - d. Young Person letter of reference not required on renewal
5. All Board Members will require an E-PIC (level 2)
6. A Young Person, age 18 and under, will not require the E-PIC or VSC, but will need to complete the screening application form (Appendix A) and Screening disclosure form (Appendix B) and provide an additional 2 letters of reference, regardless of their Risk Level (assistant coaches, coaches in training etc).
7. Level 1 risk volunteers who help on a non regular basis will only be required to complete the Application form (Appendix A) and the Screening Disclosure form (Appendix B) at the discretion of the screening committee. Not all individuals associated with the Organization will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to the Organization or to its vulnerable participants. The Organization will determine which individuals will be subject to screening.
8. Appeals policy can be followed for any disputes as long as the Appeals committee members are different from the Screening Committee members.

FAQ

Q: Will this screening apply to all technical members?

A: At this time, the screening policy will apply to Manitoba coaches and volunteers. Out of town judges, adjudicators and clinicians will be the next phase pending CBTF policy introduction. Rationale is that Judges/Adjudicators/Clinicians coming from other provinces may have different requirements, and it may not be feasible to require an out of town official to complete our screening.

All board members will require a Level 2 risk screening.

Q: Who will we send the documents and forms to? Will they be kept secure and confidential?

A: Documents will be sent to the screening committee email address. If using the online backcheck, this is a secure online platform. If sending physical documents, they will be returned or destroyed once the committee has verified the information.

Q: Will we be able to use funding from the new grant to pay for screening?

A: No, the new grant (2024 Gov of MB Diversity grant) cannot be used to fund screening costs as the grant criteria does not cover this type of expense.

Q: Will this be a one time submission or will it be an annual requirement?

A: The E-PIC screening is valid for 3 years. The VRC is one time. We will require the submission of an annual renewal form that certifies that none of the information previously submitted has changed (this has no cost). This will be submitted at membership renewal time.

myBackCheck.com instructions

Once you have sent your **Screening Application form Appendix A** to the MBTSA Screening Committee, you will receive an email from myBackCheck.com with a subject line:

Sport Manitoba has requested that you complete a BackCheck.

Within the email, you will be invited to complete the background check/screening requirements online and share your results with Sport Manitoba, Manitoba Baton Twirling Sportive Association. This is the MBTSA account set up under the Sport Manitoba client umbrella.

This email invitation expires after 30 days, at which time you would need to resubmit your application form to the screening committee to receive a new invitation.

You will be asked to register with myBackCheck.com and will be provided with a link that has the invitation details.

Once there, you will be asked to create an account, or log in if you have an existing account.

Follow the instructions, creating a user name and password.

You will be sent an email to activate your account.

Login and check the Inbox for the email request from Sport Manitoba, Manitoba Baton Twirling Sportive Association applicant paid request.

Purchase and pay by credit card.

Follow instructions to add identity details.

Once this is complete, you should get a notice that your back check is in progress. Once it is complete, you will receive an email notification that your results are published in your myBackCheck account. Log in to view your results. If you used the invitation, you do not have to share your results, as they will automatically be shared with MBTSA Screening Committee in the online secure account.

If you have previously used myBackCheck and have an account with your valid screening results, you should be able to select our organization (Sport Manitoba, Manitoba Baton Twirling Sportive Association) and give permission to share those results with us.