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**Policy 534**

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**Subject:** Volunteer and Staff Screening – Canada Games  
**Effective:** June 8, 2004  
**Revisions:** October 1, 2018

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**1.0 Purpose**

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1.1 The intent of this policy is to ensure the safety and protection of all Team New Brunswick members during their Canada Games experience.

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**2.0 Application**

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2.1 This policy applies to all coaches, managers, mission staff and support staff that travel with the team, and receive Team New Brunswick official accreditation at the Canada Games.

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**3.0 Definitions**

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3.1 Team New Brunswick consists of all athletes, coaches, managers, mission staff and support staff that travel with the team, and receive Team New Brunswick official accreditation at the Canada Games.

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**4.0 Authority**

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4.1 The *Youth Assistance Act*

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**5.0 Goals / Principles**

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5.1 The Province of New Brunswick, in partnership with provincial sport organizations, has a responsibility to help ensure the safety and protection of all Team New Brunswick members during their Canada Games experience. Screening is very important in sport organizations that are primarily volunteer based and that offer programs for young people.

5.2 All volunteers and staff who may interact in person with another volunteer or athlete must be screened.

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**6.0 Requirements / Standards**

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6.1 All Team New Brunswick coaches, managers, mission staff and support staff must complete the minimum screening process 180 days prior to the opening ceremonies of the Canada Games.

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## 7.0 Guidelines / Recommendations

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Minimum screening process:

- 7.1 **Mission Staff** - Screening will be provided by an experienced screening authority independent from the Sport and Recreation Branch. The process includes:
- a) Criminal record check.
  - b) A minimum of two employment or volunteer reference checks for each candidate, one of which shall be specific to working with youth.
  - c) Confirmation of a successful screening result will be submitted in writing by the designated screening authority to the Chef de Mission prior to any official Team New Brunswick function.
- 7.2 All Individual Sport Team Staff (coach, manager, support staff) - The provincial sport organization shall be responsible for ensuring that its coach(s), manager(s) and any support staff are screened. Should the Provincial Sport Organization have a volunteer screening policy in place then they must ensure that it meets the following minimum process that includes:
- a) A criminal record check.
  - b) A minimum of two employment or volunteer reference checks for each candidate, one of which shall be specific to working with youth.
  - c) Confirmation of a successful screening result must be submitted in writing to the Chef de Mission 180 days prior to the opening ceremonies of the Games. Candidates not meeting screening standards will not be identified as part of Team New Brunswick.
- 7.3 There may be special circumstances in which additional considerations are brought to this policy.

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## 8.0 Contact for more information: (506) 453-2928 – SR/SL@gnb.ca

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Approved by:



Jeff LeBlanc

Director, Sport and Recreation Branch