

## **CSIA COURSE CONDUCTOR BACKGROUND CHECK POLICY**

Applicable to: CSIA National and Regional Program Course Conductors

**Policy Owner:** Managing Director and Director of Shared Services

**Policy Approver:** National Board of Directors

**Effective date:** September 10, 2019

### **The Purpose**

The Canadian Ski Instructors' Alliance (CSIA) is committed to creating a safe environment, free of harassment, abuse and any kind of intimidation or bullying for participants or anyone else involved in its programs, activities and events. This mandatory nationwide screening of its Course Conductors will be a vital part in helping provide this safe environment.

### **The Policy**

All CSIA accredited Course Conductors must provide the CSIA National Office with a Criminal Record Check demonstrating satisfactory results, in order to be contracted to deliver/teach CSIA Programs. The background check is valid for a maximum of 2 years and must be renewed and provided to the CSIA before the start of the season after each expiry. (November 15).

The background check must be categorized as criminal and enhanced search and will include pending causes. The research will consult the following:

- CPIC (Canadian Police Information Center);
- Local Police Indices;
- Outstanding entries, such as charges and warrants;
- Judicial orders, peace bonds, probation and prohibitions; and
- Absolute and conditional discharges.

Satisfactory background check results will be based on whether the findings are related, or potentially related, to the work accomplished as a Course Conductor or the people they may be in contact with when delivering CSIA Programs. The CSIA National Management Team will review the results and make a decision. The detailed information included in the results will be kept confidential at the CSIA National Office. If required, satisfactory results will be shared with the Regional hiring representative. Schedule A provides examples of various convictions that will require further analysis.

### **Definition**

CSIA Accredited Course Conductor: Is a CSIA Member having completed all required prerequisites and tasks to be considered a Course Conductor. To be accredited, the Course Conductor must pay for and successfully complete all seasonal training required to conduct the

particular CSIA Program for which he/she has been contracted. The Course Conductor must also have submitted a Service Agreement for their services to the CSIA (National or Regional Level).

Criminal Record Check: Is a report confirming or denying the existence of criminal convictions and/or charges to date based on information maintained by the Canadian Police Information Center (CPIC) and other sources.

CSIA Programs: Include all National and Regional Programs, Modules, Clinics, Events, PDP, etc.

## **The Procedure**

The procedure includes the following steps/actions:

- The Course Conductor proceeds with and pays for the background check search. This process will include identification and self-declaration. Self-declaration is important, as it is the basis for validation when the background check provider presents the results.
- The research report will be addressed to the Course Conductor, who must ensure the accuracy and validity of the report (including proper identification), prior to the next step.
- The Course Conductor must submit the result report to the CSIA National Management Team via the provider to the following email address: [CSIAACC\\_FormateurAMSC@snowpro.com](mailto:CSIAACC_FormateurAMSC@snowpro.com). The Course Conductor can provide access codes to the report on the provider's portal or by authorizing the report be sent to the CSIA.
- The CSIA National Management Team will review the report. Should there be inconsistencies or should further analysis be required, the Course Conductor will be contacted.
- Once the decision is made, the Course Conductor will be informed by the CSIA National Management Team.
- If the Course Conductor is providing services to a Region, the CSIA National Management Team will inform the Regional hiring representative whether the Course Conductor results are satisfactory.
- The report will be valid for 2 years, unless the CSIA has grounds to believe that the results of the previous report are no longer accurate. The CSIA may, at such time, request that a Course Conductor provide a more recent report.

*Detailed information related to the process will be presented to the Course Conductors on a yearly basis during the CCT, and will be integrated in the Course Conductor Handbook that is made available to all Course Conductors through the CSIA CC portal.*

## The Decision Process:

The decision on the results will be made by the CSIA National Management Team who is comprised of the Managing Director and the Director of Shared Services.

As previously mentioned the decision will be based on whether the findings are related, or potentially related, to the work accomplished as a Course Conductor or the people they may be in contact with when delivering CSIA Programs. The Management Team may seek legal advice before determining whether or not the Course Conductor services will be retained, primarily to

validate provincial Human Rights legislations. Schedule A provides a list of offenses that would result in the decision to not retain the services of the Course Conductor.

#### Background check provider:

The CSIA entered into a service agreement with Mintz Global Screening Inc. to provide this background check screening at a low cost to Course Conductors. Mintz Global background check's offer consists of a criminal and enhanced search as outlined above in this policy.

To ensure consistency of results and proper application of this policy the CSIA will accept the "Enhanced Criminal Record Check" from Mintz Global and may accept background screening from other similar providers, as long as it is consistent with the Mintz Global accepted screening or larger.

Contact information for Mintz Global will be made available through the Course Conductor Handbook and Course Conductor portal. It is important to note that the service agreement with Mintz Global relates to background checks for Canadian citizens. Mintz Global, also offers international checks, for foreign Course Conductors providing services to the CSIA. The cost and length of time required to complete such checks will be higher and dependent on the countries where the search is to take place (were Course Conductor lived as of the age of 18).

#### Safekeeping of the gathered background check information:

The CSIA will keep all information related to the results on an external drive accessible only by the CSIA National Management Team.

#### Typical results of the background check:

Although there are many result outcomes in a background check, here are some of the most common:

- **Clear** criminal record and enhanced search: Refers to results confirming that no criminal records and/or charges were found.
- **Not Clear** criminal record with **Complete** Self-Declaration: The search revealed criminal conviction and the self-declaration matches the convictions found. The report will show that the conviction was declared. The nature of the convictions found will determine if the services of the Course Conductor will be retained.
- **Not Clear** criminal record with **Not Complete** Self-Declaration: The search revealed a criminal conviction, but the self-declaration does not correspond to the search results. Contact with the Course Conductor will be required in order to obtain further details.

#### **Compliance**

Failure to comply with this policy will result in the CSIA National or CSIA Regional Committee (or its representative) to not retain the Course Conductor's services for the delivery of its programs and events. Similarly, an individual may choose to opt out of the Criminal Record Check submission which will make them ineligible to perform contract work for the CSIA National or Regional Committees.

## **Schedule A – Criminal Offenses-Charges**

Offences which would deem the CSIA Course Conductor unsatisfactory to teach in any capacity with the CSIA are listed below. These will be assessed on a case by case basis by the CSIA National Management Team. Note that the following offences are for reference purposes only and do not reflect a complete list of applicable charges.

- Any sexual related offence (ex.: Assault, interference, exploitation, etc.)
- Making, distributing or possessing child pornography
- Current prohibitions or probation orders forbidding the individual to have contact with minors
- Indictable criminal offences for child abuse or luring a child
- Intimidation/Bullying