



**FREESTYLE  
CANADA** 



# **Roles & Responsibilities**

**Club Registration & Administration**

**Understanding Updated Screening Policy & Mandate**

**Freestyle Canada - PTSO - Club Responsibilities**



Starting July 1st, 2024, Freestyle Canada implemented an update to screening requirements. The FC Registration System (SnowReg) is being enhanced to allow member organizations to confirm compliance with these new standards.

These updates align with the new Safe Sport policy suite, which has been endorsed by the Canadian Olympic Committee (COC) and adopted by the majority of National Sport Organizations (NSOs) in Canada.

## **Why the change?**

Freestyle Canada along with its P/TSOs is committed to ensuring the health, safety, and overall well-being - both physical and mental - of everyone in the Canadian freestyle skiing community.

Together, let's create a positive environment where everyone can thrive and fully enjoy the sport of Freestyle.





## NSO Screening Responsibilities

- Freestyle Canada will collaborate with P/TSOs and Clubs and will conduct random compliance checks nationwide.
- Freestyle Canada is also responsible for screening P/TSO Directors to ensure they meet all required standards
- Freestyle Canada will verbally inform the P/TSO or Club Screening Officer if any criminal record check comes back as “unclear”

## NSO Administrator Responsibilities

- If a Club fails to meet the requirements outlined in the Club and Sanction Activity Policy, it risks losing its club sanction, which also results in the loss of Commercial General Liability (CGL) coverage. In such cases, athletes from the club will be ineligible to participate in Freestyle Canada sanctioned events.





## **P/TSO Screening Responsibilities**

- The P/TSO is responsible for verifying all of their registered clubs have fulfilled the necessary administration/screening requirements.
- Reviewing and approving Vulnerable Sector Checks that are manually uploaded by individuals who require them, ensuring compliance with the necessary screening standards

## **P/TSO Administrator Responsibilities**

- Complete their own Club Application through SnowReg. This ensures Provincial Teams have the correct CGL coverage.
- Assisting in reviewing club sanction applications to ensure full accuracy of the submitted information.





## Annual Club Sanctioning Requirements

- Complete club sanction and input correct information
  - Complete Director & Officers Application
  - Provide contact information for Club Administrator, Screening Officer, Club President, and Head Coach
  - Provide Driver's abstract if applicable
  - Provide ski resort training venues, disciplines trained, and LTAD program offerings
  - Provide a list of standard and special activities
    - Provide detailed information on special activities including dates trained, location, owner and photos of the venues
  - Review FC & PSO Policy Suite
  - Provide proof to operate at your primary ski resort
  - Upload any relevant COI Request Forms

## Club Administrator Role

- Primary point of contact with NSO & PSO
- Ensure all program registration fees are processed through SnowReg by building out Club Events/Series
- Ensure all Individual Members hold an active membership through the SnowReg Rules function
- Assign a Screening Officer to manage screening requirements as outlined in FC Screening Policy for club members
- Agree and comply with FC and PSOs policies, procedures, rules and regulations
- Ensure the Head Coach holds a FC Coaching Certification
- Work in tandem with Head Coach to ensure risk management policies are followed by coaches
- Maintain a Good Standing status with NSO & PSO
- Pay annual club sanctioning fee



## Membership Payments & Program Registration Fees

- Club program registration fees need to be processed through SnowReg to ensure FC/PSO membership compliance.
- Once a club is 100% compliant (every member of the club has purchased a license), they can choose another option for transactions for other payments. Example: athlete registered in a full winter season program taking part in additional Spring Break training and use an alternate system.
- If a club operates with athletes outside of their program, they must use SnowReg for every transaction for compliance reasons.
- All competition registration need to be on SnowReg



From an insurance perspective, this ensures that all activities, members, and transactions meet the necessary legal and procedural requirements to maintain coverage under Freestyle Canada's insurance policies. Specifically, this includes:

- Using approved systems - All payments and registrations must be processed through SnowReg to ensure accurate records and documentation, which is necessary for verifying who is insured and ensuring that coverage is valid.

**Failure to comply with these standards may result in the voiding of insurance coverage, leaving the club and its members exposed to liability in the event of an accident, injury, or other incidents.**



## Club Screening Responsibilities

- Appoints a Screening Officer to manage and verify compliance
- Ensures that an Individual Member is registered in club activities before taking part in sanctioned activities
- Ensures that an Individual Member cannot participate in club activities if they do not meet screening requirements
- Communicates promptly with P/TSOs and FC in case of any urgent or concerning situations.





## Club Screening Officer Role

- Ensures that all adult members of the club comply with the Safe Sport screening requirements at every level
- Must have access to the club portal in SnowReg for verification purposes
- Is responsible for notifying the Club President and Club Administrator if any member fails to meet the requirements. The adult member will be suspended until compliance is achieved unless the incomplete screening involves a Criminal Record Check (CRC) revealing a serious offence







## Club Screening Process

### Step 1

#### Initial Report Review

Screening Officers must generate a report through the SnowReg system to verify that all Individual Members requiring a VSC or CRC do not display any flags. This ensures all mandatory checks have been appropriately completed and no concerns are raised.

### Step 2

#### Follow-Up on Flagged Results

If a flag appears, the Screening Officer must promptly contact [info@freestylecanada.ski](mailto:info@freestylecanada.ski) to initiate the follow-up. Since VSC results are not processed through Sterling Backcheck, when an Individual uploads their VSC, it will be sent directly to the PTSO Executive Director and Freestyle Canada for approval.

### Step 3

#### Verification Through Sterling Backcheck

Freestyle Canada will consult the Sterling Backcheck system to obtain detailed information regarding any flagged results identified during the CRC process. The results will be shared with the Screening Officer.

### Step 4

#### Decision Making

Once the CRC results from Sterling Backcheck are shared with the Screening Officer, they will be able to use this information to make a responsible and informed decision regarding the Individual's suitability for their role within the Club.

**Freestyle Canada will conduct monthly reviews of flagged results through the Sterling Backcheck system for the 2024-25 season. Any relevant information will be communicated to the respective club Screening Officers for necessary follow-ups and actions.**