



NLJA Policy on Requirements for Certificate of Conduct and Vulnerable Sector Checks

Approved by the NLJA AGM: November 3, 2012

To protect the safety of children and adolescents involved in judo activities with the NLJA and its member clubs it is required that any coach or volunteer who works closely with minors under the age of nineteen (19) involved in judo activities are required to obtain the following upon commencement of their position as a coach or volunteer and then:

- a) Every three years a Certificate of Conduct (also known as a Criminal Records Screening Certificate) must be obtained and forwarded to the NLJA
- b) Every five years a Vulnerable Sector Check must be completed and the results forwarded to the NLJA

Please find here links to the [Certificate of Conduct](#) and the [Vulnerable Sector](#) forms. These forms need to be delivered to the Royal Newfoundland Constabulary for individuals in the St. John's Metro Area, Corner Brook and Labrador City. For individuals outside these areas, applications can be made through your local RCMP office. For further information about the certificate process check out <http://www.rmc.gov.nl.ca/faqs/certificate.html>

Failure to participate in the screening process and submit required documentation as outlined in this policy will result in ineligibility of the individual for the coaching or volunteer position with the NLJA or any of its member clubs. NLJA Club membership may be denied if a club's coaches and volunteers do not participate in the screening process as required in this policy.

The NLJA Board of Directors may approve a person's participation as a coach or volunteer regardless of a criminal conviction where the Board is satisfied that a person with a criminal conviction can perform the duties of a coach or volunteer without adversely affecting the safety of any minors involved in judo with whom they may come into contact.

It is the responsibility of the Secretary of the NLJA to monitor documentation received under this policy, to ensure that appropriate records are maintained and to bring to the Board of Directors any cases where required documentation has not been received.

All documentation received by the Newfoundland & Labrador Judo Association under this policy will be held in confidence and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.