



MDAI BOARD APPLICATION PACKAGE

Individuals who are applying to volunteer or work within certain positions with MDAI must complete this Application Form. Individuals need to complete an Application Form once for the position sought. If the individual is applying for a new position within the Organization, a new Application Form must be submitted.

NAME

First	Middle	Last

CURRENT PERMANENT ADDRESS:

STREET	CITY	PROVINCE	POSTAL CODE

DATE OF BIRTH:

		GENDER IDENTITY:	
Year/Month/Day			

EMAIL:	PHONE:	
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POSITION SOUGHT:

By signing this document below, I agree to adhere to MDAI's policies and procedures, including but not limited to the *Code of Conduct and Ethics*, *Conflict of Interest Policy*, *Privacy Policy*, and *Screening Policy*.

I recognize that I must pass certain screening requirements depending on the position sought, as outlined in the Screening Policy, and that the Screening Committee will determine my eligibility to volunteer or work in the position.

Date	Signature



MDAI BOARD APPLICATION PACKAGE

Screening Disclosure Form

Failure to disclose truthful information below may be considered an intentional omission and the loss of volunteer responsibilities or other privileges.

NAME

First	Middle	Last

Other Names Used:

CURRENT PERMANENT ADDRESS:

STREET	CITY	PROVINCE	POSTAL CODE

DATE OF BIRTH:

		GENDER IDENTITY:	
Year/Month/Day			

EMAIL:	PHONE:	
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By signing this document below, I agree to adhere to MDAI's policies and procedures, including but not limited to the *Code of Conduct and Ethics*, *Conflict of Interest Policy*, *Privacy Policy*, and *Screening Policy*.

Do you have a criminal record? ☐ YES ☐ NO

If yes checked, please complete the following information for each conviction. If not, please leave this section blank. Attach additional pages as necessary.

Name or Type of Offense:
Name and Jurisdiction of Court/Tribunal:
Year Convicted:
Penalty or Punishment Imposed:
Further Explanation:

Have you ever been disciplined by a sport governing body or dismissed from a coaching or volunteer position? ☐ YES ☐ NO

If yes checked, please complete the following information for each disciplinary action or sanction. If not, please leave this section blank. Attach additional pages as necessary.

Name of disciplining body:
Date of discipline, sanction, dismissal:
Reasons for discipline, sanction, dismissal:
Penalty or Punishment Imposed:
Further Explanation:

Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? ☐ YES ☐ NO

If yes checked, please complete the following information for each pending charge or sanction. If not, please leave this section blank. Attach additional pages as necessary.

Name or Type of Offense:	
Name and Jurisdiction of Court/Tribunal:	
Name of disciplining/sanctioning body:	
Further Explanation:	

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, I consent and authorize MDAI to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Enhanced Police Information Check (ePIC) or Child Abuse Registry Check (CARC), where applicable, for the purposes of screening, implementation of MDAI's Screening Policy, administering membership services, and communicating with National Sport Organizations, Provincial Sport Organizations, Sport Clubs, and other organizations involved in the governance of sport. MDAI does not distribute personal information for commercial purposes.

CERTIFICATION

I hereby certify that the information contained in this Screening Disclosure Form is accurate, correct, truthful and complete.

I further certify that I will immediately inform MDAI of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in the withdrawal of volunteer responsibilities or other privileges and/or disciplinary action.

Name (Print)	
Date	Signature



MDAI Board Member Code of Ethics

I have consented to act as a Director of MANITOBA DARTS ASSOCIATION INC., (hereinafter referred to as the "Corporation") and I agree to comply with the following Director's Code of Conduct throughout my term(s) as a Director of Manitoba Dart Association Inc.

Director Standards of Conduct:

I will act in good faith and with a reasonable basis for believing that an act was in the lawful and legitimate furtherance of the Corporation's purposes, as defined by law and in the Corporation's Articles of Incorporation and By-laws. I will exercise honest business judgement after due consideration of what I reasonably believe to be the relevant factors.

Care, Diligence and Skill:

I will exercise the degree of care, diligence and skill of a reasonably prudent person in comparable circumstances. I will make a concerted effort to attend all Board and Members' meetings. I will act responsibly and with due diligence to become familiar with the affairs of the Corporation and to uphold its Articles, By-laws, Rules, Policies, and Requirements of the Corporations Act of Manitoba and any other regulations and legislation.

Good Conduct:

At all times, I will conduct myself in a professional and businesslike manner at meetings of Directors or Members. I will approach all Board issues with an open mind, preparing to make the best decision on behalf of the Corporation. I will act ethically with integrity and in accordance with legal criteria. I will comply with rules of good conduct and will deal with others in a respectful manner. I will comply with principles of good governance and procedural rules of order.

Minimize Conflict:

I will attempt to prevent or minimize conflict and disruption and will promote good relations amongst persons involved with the Corporation. I will promote a first-class image for our Corporation, its affiliates, and members.

Interests of the Corporation:

The interests of the Corporation are paramount. I understand I must not use the position to make personal profit, gain any advantage or confer a benefit to myself, whether implicitly or explicitly, at the expense of the Corporation or at the expense of another member.

Confidentiality:

I will deal in confidence in all matters involving the Corporation until there is public disclosure or unless I know for certain that particular information is public record or common knowledge.

I understand all material before the Board of Directors, its committees and/or Employees/ Management/ Associates will be considered confidential until officially acknowledged otherwise by the responsible body or until recorded as public knowledge.

Dissent:

I understand I have the duty to express any reservations on a course of action, to the Board and/or Management and in matters of consequence, I should vote against proposals where I disagree and request that the dissent and reasons be recorded in the minutes. Where I wish reasons for my dissent to become a matter of

record, I will provide, in writing, a brief note of my reasons to the Secretary of the Board for inclusion in Board records.

Acting on Information:

If for any reason, sufficient and appropriate information is not made available on an important matter, I will request that action be delayed until information is available. If action is taken nonetheless, I will abstain and have the abstention recorded.

Disclosure of Knowledge:

I understand that I shall not be considered to be acting in good faith if I have knowledge concerning the matter in question which calls into doubt the reliability of information or material provided the Board and I do not disclose this knowledge.

Board Solidarity:

Once taken, decisions of the Board of Directors become the operating policy of the Corporation. I shall support and work to achieve such policies, regardless of my agreement/disagreement during deliberations leading to the decision.

Directors Liability:

I shall undertake to understand the extent and importance of the legal liability of the Board of Directors. In the most general terms, I will help avoid legal liability by fulfilling my obligation of loyalty and good faith by exercising business skill and diligence and by avoiding negligence. I understand that negligence may arise from failing to attend meetings, failing to keep well informed, acting in a reckless or incompetent manner or failing to provide adequate required supervision.

Electronic Communications (E-mail):

The Board of Directors recognizes that email is critical to conducting business in today's society. To this end, it is expected that the use of email be prudent and minimized. It should not be used as a primary method of communication involving confidential information or discussion of Board related issues.

Failure to Act in the Spirit of the Code of Conduct:

It is understood that on occasion the actions of a Director may be seen by another Director or by a member(s) to violate this Code of Conduct. In such circumstances the President of the Board (or Vice-President in circumstances involving the President) will seek to understand the complainant's concern and also the Director's response to the concern. After a full in camera discussion, the Board will determine via simple majority vote whether the Director has violated the Corporation's Code of Conduct or any part of the Code of Conduct, has failed to act in good faith or has violated the privacy requirements. When a Director has been determined to have violated the Code, he or she will be subject to sanctions by the Board. Such sanction may include private or public censure, request for resignation or legal action.

I have read, understand, and agree to abide by the terms of the Code of Conduct for Manitoba Darts Association Inc.

Name (Print)	
Date	Signature

APPENDIX D: Risk-Based Screening Requirements

MDAI Role	Level of Risk	Reason for Risk	Screening and Training Requirements	Frequency of Requirements
President	Medium (2)	Organizational leader, in a position of financial authority as a signing officer	<ul style="list-style-type: none"> ▪ Application Form ▪ Screening Disclosure Form ▪ Board Code of Conduct ▪ ePIC 	<ul style="list-style-type: none"> ▪ When first elected ▪ When elected/re- elected ▪ When elected ▪ Every 5 years
Provincial Director (Adult Team Coach)	Medium (2)	In a position of authority over non-vulnerable adult athletes, represents Darts Alberta's interests on the National Board of Directors	<ul style="list-style-type: none"> ▪ Application Form ▪ Screening Disclosure Form ▪ Board Code of Conduct ▪ ePIC 	<ul style="list-style-type: none"> ▪ When first elected ▪ When elected/re- elected ▪ When elected ▪ Every 5 years
Vice President	Medium (2)	Could be appointed as President in an emergency, in a position of financial authority as a signing officer, no authority over or unsupervised access to Vulnerable Participants	<ul style="list-style-type: none"> ▪ Application Form ▪ Screening Disclosure Form ▪ Board Code of Conduct ▪ ePIC 	<ul style="list-style-type: none"> ▪ When first elected ▪ When elected/re- elected ▪ When elected ▪ Every 5 years
Treasurer	Medium (2)	Financial Leader, in a position of financial authority as a signing officer, has access to large amounts of cash for deposit, no authority over or unsupervised access to Vulnerable Participants	<ul style="list-style-type: none"> ▪ Application Form ▪ Screening Disclosure Form ▪ Board Code of Conduct ▪ ePIC 	<ul style="list-style-type: none"> ▪ When first elected ▪ When elected/re- elected ▪ When elected ▪ Every 5 years
Secretary	Medium (2)	In a position of financial authority as a signing officer, no authority over or unsupervised access to Vulnerable Participants	<ul style="list-style-type: none"> ▪ Application Form ▪ Screening Disclosure Form ▪ Board Code of Conduct ▪ ePIC 	<ul style="list-style-type: none"> ▪ When first elected ▪ When elected/re- elected ▪ When elected ▪ Every 5 years
Membership Director	Medium (2)	Access to highly sensitive personal information, in a position of financial authority as a signing officer, no authority over or unsupervised access to Vulnerable Participants	<ul style="list-style-type: none"> ▪ Application Form ▪ Screening Disclosure Form ▪ Board Code of Conduct 	<ul style="list-style-type: none"> ▪ When first elected ▪ When elected/re- elected ▪ When elected

			<ul style="list-style-type: none"> ePIC 	<ul style="list-style-type: none"> Every 5 years
Publicity Director	Low (1)	In no position of financial authority or authority over or unsupervised access to Vulnerable Participants	<ul style="list-style-type: none"> Application Form Screening Disclosure Form Board Code of Conduct 	<ul style="list-style-type: none"> When first elected When elected/re- elected When elected

MDAI Role	Level of Risk	Reason for Risk	Screening and Training Requirements	Frequency of Requirements
Youth Director (Youth Team Coach)	High (3)	In a position of authority over youth chaperones, in position of authority over and unsupervised access to Vulnerable Participants	<ul style="list-style-type: none"> Application Form Screening Disclosure Form Board Code of Conduct ePIC and CARC Respect in Sport training NCCP Rule of Two module 	<ul style="list-style-type: none"> When first elected When elected/re- elected When elected Every 5 years Every 5 years When first elected
Tournament Director	Low (1)	In no position of financial authority or authority over or unsupervised access to Vulnerable Participants	<ul style="list-style-type: none"> Application Form Screening Disclosure Form Board Code of Conduct 	<ul style="list-style-type: none"> When first elected When elected/re- elected When first elected
Ways & Means Director	Low (1)	May be in a position of financial authority, in no position of authority over or unsupervised access to Vulnerable Participants	<ul style="list-style-type: none"> Application Form Screening Disclosure Form Board Code of Conduct 	<ul style="list-style-type: none"> When first elected After each re- election When elected
Rules and Regulations Director	Low (1)	In no position of financial authority or authority over or unsupervised access to Vulnerable Participants	<ul style="list-style-type: none"> Application Form Screening Disclosure Form Board Code of Conduct 	<ul style="list-style-type: none"> When first elected When elected/re- elected When first elected
Coaching Certificate Director	Low (1)	In no position of financial authority or authority over or unsupervised access to Vulnerable Participants	<ul style="list-style-type: none"> Application Form Screening Disclosure Form Board Code of Conduct 	<ul style="list-style-type: none"> When first elected When elected/re- elected When first elected

Past President (assumed position)	Low (1)	In no position of financial authority or authority over or unsupervised access to Vulnerable Participants	<ul style="list-style-type: none"> ▪ All required information should already be on file from when the individual was President 	
Zone Director (appointed position)	Low (1)	In no position of financial authority or authority over or unsupervised access to Vulnerable Participants	<ul style="list-style-type: none"> ▪ Application Form ▪ Screening Disclosure Form ▪ Board Code of Conduct 	<ul style="list-style-type: none"> ▪ When first appointed ▪ When appointed ▪ When appointed
Coach (non-vulnerable)	Medium (2)	In a position of authority over and potentially unsupervised access to non-vulnerable adult athletes	<ul style="list-style-type: none"> ▪ Application Form ▪ Screening Disclosure Form ▪ ePIC ▪ Respect in Sport training 	<ul style="list-style-type: none"> ▪ When first appointed ▪ When appointed ▪ Every 5 years ▪ Every 5 years
Coach (vulnerable sector)	High (3)	In a position of authority over and potentially unsupervised access to Vulnerable Participants (e.g. seniors, persons with disabilities, under-aged youth athletes)	<ul style="list-style-type: none"> ▪ Application Form ▪ Screening Disclosure Form ▪ ePIC and CARC ▪ Respect in Sport training ▪ NCCP Rule of Two module 	<ul style="list-style-type: none"> ▪ When first appointed ▪ When appointed ▪ Every 5 years ▪ Every 5 years ▪ When first appointed