Title: Compliance Officer

Organization: Curling NB

Position Type: Volunteer

Position Purpose:

The Compliance Officer supports Curling NB in ensuring that coaches participating in Provincial Championships that lead to a Curling Canada National Championship meet the applicable coaching certification, education and screening requirements.

The position is primarily administrative and compliance-focused and does not involve the selection, evaluation or supervision of coaches.

Key Responsibilities

Coach Certification Verification

The Compliance Officer will:

1. Verify the coaching certification status of coaches participating in Curling NB Provincial Championships that lead to a Curling Canada National Championship.
2. Use Coach Canada's "the Locker" to confirm each coach's current NCCP certification and applicable status.
3. Confirm the coach meets the minimum coaching certification requirement established by Curling Canada for the applicable National Championship.
4. Identify coaches whose certification or required education does not meet the applicable requirements.
5. Communicate any outstanding requirements to the Executive Director or designated personnel and appropriate coach.
6. Maintain communication with the coach and Executive Director or designated personnel until such time as the coach has met the required certification status or until a qualified replacement coach has been named.

   Curling Canada's published On-Ice Credentials for National Championships is to be used as the primary reference when determining the certification standard applicable to a particular championship. Requirements may vary depending on the championship and discipline.

Criminal Record Check (CRC) Administration

The Compliance Officer will:

1. Maintain an accurate and current confidential log of coach Criminal Record Checks submitted to Curling NB.
2. Record the date a CRC was completed and the applicable status of the screening requirement.
3. Track CRC's submitted through approved services, including MyBackCheck and local police agencies, as applicable.
4. Monitor the status and renewal requirements of coach CRC's in accordance with Curling Canada and Curling NB screening requirements.
5. Identify CRC's that are expired, approaching expiry, incomplete, or otherwise require follow-up.
6. Notify the Executive Director or designated personnel of outstanding or expired screening requirements.
7. Follow up with coaches, where applicable, regarding outstanding CRC documentation.
8. Ensure that CRC information is handled confidentially and is only accessed or disclosed in accordance with Curling NB's applicable screening and Privacy Policies.
9. Maintain appropriate documentation to demonstrate compliance without retaining unnecessary personal information.

   The Compliance Officer will follow the requirements established in the Curling Canada/ Curling NB Screening Policy which recognizes that screening requirements can vary according to the level of risk associated with a position, including the responsibilities and access associated with coaching.

Compliance Tracking and Record Keeping

The Compliance Officer will:

1. Maintain current compliance records for coaches subject to verification.
2. Establish and maintain a tracking system for:
   - Coach name
   - Coach NCCP number
   - Coaching Certification Status
   - CRC status
   - Date of CRC
   - CRC expiry/renewal date
   - Date compliance (Coach Certification & CRC) was verified
3. Provide compliance status updates to Executive Director or designated personnel as requested.

4. Maintain records in a secure manner and in accordance with Curling NB's Privacy Policy, Screening Policy, and record management practices.
5. Ensure that records are accurate, current, and limited to information necessary for the compliance function.
6. Assume a position on the Curling NB Screening Committee.

Provincial Championship Compliance

Prior to each applicable Provincial Championship, the Compliance Officer will:

1. Receive from the Executive Director the list of coaches associated with participating teams. This will be issued directly following the event registration deadline date.
2. Determine the applicable Curling Canada coaching certification requirements for the championship.
3. Verify each coach's certification through the Locker.
4. Confirm completion of applicable mandatory education requirements.
5. Review the coach's CRC status.
6. Identify any outstanding requirements.
7. Report which coaches meet compliance matters and which coaches have outstanding compliance matters to the Executive Director or designated personnel.
8. Complete the final compliance verification prior to the championship start date.
9. Maintain the appropriate record of verification for Curling NB's files.

NOTE: There is generally less than three weeks from a championship registration deadline date to the championship start date. As such, it is vital that the Compliance Officer determines and reports any outstanding coach CRC's or certification requirements as quickly as possible.

Authority and Decision Making

The Compliance Officer is responsible for **verification and reporting,** not disciplinary decision-making.

The Compliance Officer:

1. May request documentation or information necessary to verify compliance.
2. May identify and report outstanding requirements.
3. May recommend that a matter be referred to the Executive Director or designated personnel for review.
4. Does not independently determine eligibility where interpretation of a policy or exceptional circumstance is required.
5. Does not disclose confidential screening information to coaches, teams, clubs, or other individuals unless authorized to do so.

6. Refers questions involving interpretation of Curling Canada and Curling NB requirements and policies, screening concerns, or potential non-compliance to the Executive Director or designated personnel.

Confidentiality and Privacy

Because this position involves access to personal and potentially sensitive screening information, the Compliance Officer is expected to maintain a high level of confidentiality.

The Compliance Officer shall:

1. Treat all coach certification and screening information as confidential.
2. Access only information required to perform the duties of the position.
3. Store and transmit information using Curling NB approved methods.
4. Not share CRC information, screening results, or other personal information with unauthorized individuals.
5. Follow Curling NB's Privacy Policy and Screening Policy.
6. Immediately report any suspected privacy breach or unauthorized disclosure to the Executive Director.

Qualifications

The successful volunteer should ideally have:

1. Familiarity with the NCCP and/or Curling Canada's coach education system.
2. Ability to navigate and verify information through the Locker and/or be willing to undergo the training required to be provided the access required for this role.
3. Strong organizational and record-keeping skills.
4. Attention to detail and the ability to identify missing or expired requirements.
5. Ability to maintain confidential information appropriately.
6. Ability to work independently and meet established deadlines.
7. Experiencing working with electronic record-keeping systems is an asset.
8. Experience in curling, coaching or volunteer sport organization is an asset.

Time Commitment

The position will require time in advance of each Curling NB Provincial Championship that leads to a National Championship, with ongoing administrative responsibilities related to CRC tracking.

Application Process

Interested individuals are invited to submit their names along with a letter or resume detailing their relevant experience and qualifications to nbca@nb.sympatico.ca.

Offers to join our team will be accepted until **Friday, December 4, 2026**.