



BC Amateur Softball Association

Screening Policy for Member Organizations, Volunteers and Staff

Definitions

The following terms have these meanings in this Policy:

- a) "*Criminal Record Check (CRC)*" The *Criminal Record Review Act* ensures that people who work with or may potentially have unsupervised access to children or vulnerable adults undergo a criminal record check by the Criminal Records Review Program (CRRP). The CRRP (working with children and/or vulnerable adults) also searches for the existence of criminal record, outstanding charges, various charges and convictions, and any pardoned sex offences.
- b) *Affiliated Organization* – includes an association or club which has been formed for the purpose of providing the sport of softball to its members. Those members having agreed to comply with the constitution, by-laws and policies of the society.
- c) "*Personnel*" – Softball BC personnel including members and volunteers whose position with Softball BC or its' affiliated organizations is one of trust or authority which may relate to finances or to young people or people with a disability.

Purpose

To ensure a beneficial experience for participants, all Personnel will be screened before they can be accepted and placed within the organization. Ongoing screening through supervision, evaluation, and feedback helps Softball BC provide a safe and secure environment for participants.

Softball BC and its' affiliated organizations requires Personnel who interact with athletes, or who are placed in a position of trust or authority, to obtain a CRC and complete a Screening Disclosure Form.

Application of this Policy

This Policy applies to all Softball BC directors and every volunteer or employee of Softball BC or an affiliated Softball BC organization, age 19 and over, whom at any time could be expected in the performance of their duties to:

- i) Be entrusted with performing financial duties;
- ii) Be responsible for book keeping or bank account(s) or any other monetary duties;

All Softball BC directors and every volunteer or employee of Softball BC or an affiliated Softball BC organization, age 19 and over, who at any time could be expected in the performance of their duties to:



- i) be with any vulnerable person

must have on file the results of a Vulnerable Sector Check.

Not all Personnel associated with Softball BC will be required to undergo screening through a CRC and a Screening Disclosure Form, as not all positions pose a risk of harm to Softball BC or to its affiliated Softball BC organizations. Softball BC will determine which Designated Categories of Personnel will be subject to screening.

CRC and Screening Disclosure Forms are required for the following “Designated Categories” who work closely with athletes or officials and who occupy positions of trust and authority within Softball BC and its’ affiliated Softball BC organizations:

- a) Softball BC Directors or Association Executives
- b) Coaches, Managers, Trainers
- c) Officials and Umpires
- d) Employees or paid staff
- e) Umpire Clinic Instructors
- f) Any other position(s), whether paid or volunteer, that involves interaction with minor participants

In lieu of a CRC, Personnel age 18 and under, who wish to apply for Designated Positions may submit a Screening Disclosure Form and a letter of reference from someone in a leadership position in softball, including coaches, administrators, or other Personnel. Such Personnel submitting a Screening Disclosure Form and reference letter in lieu of a CRC must be supervised by an adult and cannot be placed in a leadership position.

Screening Tools

In its screening process, Softball BC and its’ affiliated organizations may use any combination of screening tools it determines necessary to screen Personnel. At a minimum, Personnel will submit CRC and Screening Disclosure Forms. Additional screening tools may include but are not limited to: application forms, interviews and reference checks.

Policy

It is Softball BC’s policy that:

- a) CRC and Screening Disclosure Forms are mandatory for all adult Personnel in Designated Positions. There are no exceptions.
- b) Failure to participate in the screening process as outlined in this policy will result in the individual being ineligible for any of the Designated Positions.
- c) Softball BC and its’ affiliated organizations will not knowingly place in a Designated Position an individual who has a conviction for a ‘relevant offence’, as defined in this Policy.
- d) If a person in a Designated Position subsequently receives a conviction for, or is found guilty of, a relevant offense, he or she must report this circumstance immediately to Softball BC or to their affiliated organization.
- e) If a person provided falsified or misleading information, that person will immediately be removed from his or her



position and may be subject to further discipline in accordance with **Softball BC's Code of Conduct**.

Screening Officer

The implementation of this policy is the responsibility of Softball BC or its' affiliated organization's Screening Officer. The Screening Officer role would be filled by an individual designated by the appropriate organization.

The Screening Officer will carry out the duties in accordance with the terms of this Policy, independent of the Board of Directors or affiliated organizations' executive.

The Screening Officer is responsible for receiving all CRC and Screening Disclosure Forms, and, if appropriate, based on such reviews, making decisions regarding the appropriateness of individuals filling Designated Positions. Where this function is performed by a government agency, that agency will perform the duties of the Screening Officer. In carrying out his/her duties, the Screening Officer may consult with independent experts, including lawyers, police officers, risk management consultants, volunteer screening specialists, or any other person.

How to Obtain a Criminal Record Check with Vulnerable Sector Verification

CRC and Screening Disclosure Forms must be obtained before an individual can fill a Designated Position. Proof of the CRC and Screening Disclosure Form must be submitted to Softball BC or its' affiliated organization prior to interacting with minor participants.

Personnel will be screened through the Province of BC Criminal Record Review Programme only (Solicitor General, Protective Services)

- Fingerprinting may be required if there is a match with the individual's gender and birth date.
- Participation in the CRRP is free to recognized volunteer organizations.
- the CRRP notifies the designated screening officer, who receives proof of clearance from the Solicitor General Ministry

Procedure

- I. In the case of the online criminal record check, Softball BC, or its' affiliated organization, will provide the link and club specific code to the volunteer.
- II. The Security Protection Services (SPS) branch will notify the designated screening officer and individual of the results of the search.
- III. If an investigation is necessary, it will be done by the SPS and a final decision on the suitability of the applicant to work with minors or vulnerable adults will be sent to the designated screening officer



- IV. Screening disclosure forms must be completed by all designated Personnel on an annual basis and forwarded to the appropriate screening officer. The screening officer may determine that a new CRC is necessary and direct the applicant to complete the online application.

- V. CRCs are valid for a period of three years and Screening Disclosure Forms must be completed on an annual basis. Notwithstanding this, the Screening Officer may request that an individual in a designated category provide a CRCs or the Screening Disclosure Form to the Screening Officer for review and consideration. Such request will be in writing and will provide the reasons for such a request.

Relevant Offences

For the purposes of this Policy, guidelines and examples of a 'relevant offence' may be any of the following:

- a. If imposed in the last five years:
 - i. Any offence involving the use of a motor vehicle, including but not limited to impaired driving
 - ii. Any violation for trafficking and/or possession of drugs and/or narcotics
 - iii. Any offence involving conduct against public morals
- b. If imposed in the last ten years:
 - i. Any crime of violence including, but not limited to, all forms of assault
 - ii. Any offence involving a minor
- c. If imposed at any time:
 - i. Any offence involving the possession, distribution, or sale of any child-related pornography
 - ii. Any sexual offence involving a minor
 - iii. Any offence involving theft or fraud

Records

The Screening Officer may retain written records of communication with individuals whose CRCs or the Screening Disclosure Form indicate a relevant offence, as well as copies of its decisions and written reasons for decisions. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.