



BRITISH COLUMBIA TARGET SPORTS ASSOCIATION

VOLUNTEER SCREENING POLICY

CRIMINAL RECORD CHECKS POLICY

This policy on Criminal Record Checks ('CRCs') is one of several policy tools that BC Target Sports Association uses to fulfill its legal responsibility to provide a safe environment and to protect its members from harm.

This requirement is also within the BCTSA Annual Contribution Agreement with Viasport, which includes:

Section 5v – "The recipient will comply with all requirements and regulations of the BC Criminal Records Review Act."

Schedule A – 3.h "The following policies must be in place...Volunteer Screening Policy."

1. DESIGNATED CATEGORIES REQUIRING SCREENING

For the purposes of this policy, "designated categories" are those classes of persons who work closely with minor athletes and who occupy positions of trust and authority. Such designated categories may include but are not limited to, members of the Executive and Board of Directors, Coaches of Provincial programs, NCCP certified coaches working within the Province, volunteers appointed to accompany provincial junior teams to events or competitions, and volunteers at major BCTSA-hosted events.

2. POLICY

- a) Individuals in designated categories will be screened using Criminal Records Checks (CRC).
- b) Failure to participate in the CRC process as outlined in this policy will result in ineligibility of the individual for the position.
- c) A CRC must be current. A CRC older than 4 years is no longer valid and a new CRC must be obtained.
- d) Should an individual in a designated category receive a conviction for a relevant offence, he or she may face immediate expulsion from their position in the BCTSA.

3. SCREENING FUNCTION

- a) The association Secretary will receive and file all CRC's of record.
- b) The role of the Board of Directors is to review and make decisions based on CRC results.
- c) In carrying out its duties, the Board of Directors may consult with independent experts.
- d) Written records obtained in the course of implementing this Policy will be maintained in a confidential manner conforming to the *British Columbia Personal Information and Privacy Act*, and will not be disclosed to others except as required by law, or for use in a legal or disciplinary proceeding.

4. PROCEDURE

- a) Each individual in a designated category will supply his or her own current CRC. The results of the CRC will be supplied directly to the Secretary of the British Columbia Target Sports Association from the person being screened.

- b) CRC must be obtained from the country that the individual has resided in during the past 2 years.
- c) The President will receive a copy of and review all CRCs to determine whether the individual's CRC reveals a relevant offence. If an individual's CRC does not reveal a relevant offence, the individual is eligible for the position.
- d) If an individual's CRC reveals a relevant offence, BCTSA will notify the individual and the Board of Directors will determine if the individual is eligible for the position.
- e) If the individual is found to be ineligible, the individual may request a hearing with the Board of Directors. The decision of the Board of Directors is final and binding.

5. RESPONSIBILITIES OF FULL MEMBER CLUB FACILITIES

BCTSA member club/facilities are responsible for screening the CRCs of club coaches. Club/Facilities may request advice from BCTSA regarding questionable CRCs. It is recommended that all screening activities be completed prior to confirming employment or commencement of job duties of coaches.

INFORMATION REGARDING CRIMINAL RECORD CHECKS

Criminal record checks for volunteers working with children and vulnerable people are available free of charge from the BC Ministry of Justice (accessible online).

The Ministry may also provide a reduced fee (currently \$28) for criminal record checks

Many City Councils recognizes the immense contribution of volunteers in their City and provide free CRC checks through their *Volunteer Centers*. Check with your local city/town.

The Criminal Records Review will include a search of the relevant sections of the Criminal Code and the Controlled Drugs and Substances Act for offenses of concern for those working with children and youth, and / or with vulnerable adults. The list of relevant sections can be found at

<http://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/offences-reviewed>.

The main act can be seen at

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96086_01