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# 2. Club Screening Policy

**Purpose**

1. In compliance with Volleyball BC’s Screening Policy, \_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name)* has adopted a new screening policy. Screening Personnel is an important part of providing a safe environment for all members and the \_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name)*.
2. This policy is intended to set specific guidelines and requirements to ensure a mutually beneficial experience for all individuals within \_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name).*

**Application of this Policy**

1. This application applies to all Club members that are in a position of trust and authority or who work closely with athletes, who are 19 years and older.

**Screening Tools**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) may use any combination of screening tools it determines necessary to screen Club members. Screening tools may include but are not limited to: interviews, application forms, reference checks, criminal record checks, and a VBC screening disclosure form.
2. Persons may also be required to submit personal and/or professional references. Potential volunteers are requested to provide signed consent giving \_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name)* the permission to contact the provided references.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) approves the following methods to complete a criminal record check:
   1. Mybackcheck.com: <http://backcheck.net/volleyballbc/>
   2. Criminal Records Review Program
   3. RCMP or Local Police Departments

**General**

1. In accordance with Volleyball BC’s Screening Policy, all potential volunteers and Club members will be screened before they can be accepted and placed within a designated position of \_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name)*.
2. All Club members who work closely with athletes or are in a position of trust and authority must obtain a Criminal Record Check every 5 years and complete a Screening disclosure form annually.
3. Coaches, Managers, Trainers, and all potential volunteers must complete a Criminal Record Check every 5 years and complete a screening disclosure form annually.
4. If any person does not complete the screening process as outlined in this policy including a Criminal Record Check, the person will be deemed ineligible to participate in \_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name)* events, practices, or matches.
5. \_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name)* will not knowingly place a person who has a conviction for a relevant offence in a position of trust and authority or who works closely with athletes.

**Procedure**

1. All Club members are to submit their Criminal Record Checks to \_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Contact Name).* *\_\_\_\_\_\_\_\_\_\_\_\_\_(Insert Club Name*) will keep all record confidentially on file in a secured area.
2. The Club Contact will review files and submit a list via email to the VBC staff screening Employee of ALL completed criminal record checks and screening disclosure forms.
3. If a Criminal Record Check and/or screening disclosure form do not reveal a relevant offence, the Club contact will provide notice, and will keep the record and or forms on file in a secured area, and record the individual has completed the screening process in an annual record to be submitted to Volleyball BC.
4. If the Club contact receives a criminal record or screening disclosure form that reveals a relevant offence, the Club Contact will contact the person, inform the person the CRC or SDF reveals a relevant offence, and request the person to declare details of the relevant offence. The Club Contact will forward the CRC or SDF and declared details to the Staff Screening Employee.
5. The Volleyball BC Staff Screening Employee will forward the CRC or SDF to the Executive Director for review. If necessary the Executive Director will forward the CRC or SDF to the Screening Committee for review.
6. The Screening Committee will make a decision based on the VBC Screening Policy and provide notice to the Club and person involved.

**Relevant Offences**

1. Any offence that is a ‘Relevant Offence” under Volleyball BC’s Screening Policy.

**Records**

1. All current and valid Criminal Record Checks and Screening Disclosure Forms are kept confidentially and are destroyed upon new documentation.

## Club Information on Criminal Record Check Options:

*Provide Information for your members on how to obtain a Criminal Record on your website.*

**My Backcheck.com**

\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name)* has a direct link on the Mybackcheck.net VBC page. It can be accessed here and completed online: <http://backcheck.net/volleyballbc/>

**Criminal Records Review Program**

*Use this if your club uses the Free Criminal Record Review Program to complete volunteer Criminal Record Checks.*

(INSERT CLUB NAME) is pleased to announce that effective immediately, **club volunteers** in (INSERT CLUB NAME) can complete the Criminal Record Checks (CRC) through the Criminal Records Review Program (CRRP), which provides criminal record checks free-of-charge as part of the BC Government’s ongoing commitment to support the non-profit sector. Additionally, at no cost, volunteers may share the results of their clear checks with other registered organizations through the CRRP online service reducing the need for multiple checks.

To further enhance the protection of children, the CRRP will require fingerprints for those who share a date of birth and gender with a pardoned sex offender (vulnerable sector check) as per the national RCMP policy. These prints will be at the applicant’s expense as required by their local policy agency. However, in almost all circumstances, an individual will only be required to be fingerprinted once every ten years through the program.

If there is an issue with the criminal record check, the volunteer will be required to go through the current process through the local police service, so that we can determine the status as per Curl BC policy.

In order to request a criminal record check for yourself, please use the following link through the secure and efficient online service. You will need to verify your identity through a process similar to activating a credit card online. Use of the online service will greatly decrease the time required to complete a check and any delay in obtaining your Criminal Record Check.

Additional information about the CRRP is available on the Ministry of Justice website at <http://www.pssg.gov.bc.ca/criminal-records-review/index.htm>.

# 3. Emergency Action Plan

An Emergency Action Plan (EAP) is a plan designed by a sport coach to assist him or her in responding to emergency situations. The idea behind having such a plan prepared in advance is that it will help the coach, and others, respond in a professional and clear-headed way under stressful circumstances.

An EAP should be prepared for the facility or site where you normally practice and for any facility or site where you regularly host games. For away games, ask the host team or host facility for a copy of their EAP.

An EAP can be simple or elaborate, but should cover off the following seven items at a minimum:

* 1. Designate in advance who is in charge in the event of an emergency (this may very well be yourself, the coach).
  2. Have a cell phone with you, with battery fully charged. If this is not possible, know exactly where a telephone that you can use is located. Have spare change in the event you need to use a pay phone.
  3. Have emergency telephone numbers with you (facility manager, fire, police, ambulance, public safety) as well as contact numbers for your participants (parents, guardians, next of kin, family doctor).
  4. Have on hand a medical profile for each participant, so that this information can be provided to emergency medical personnel. Include in this profile a signed consent from the parent/guardian to allow medical treatment in an emergency.
  5. Have a First Aid kit accessible and properly stocked at all times. All coaches are strongly encouraged to pursue First Aid training.
  6. Designate in advance a call person (the person who makes contact with medical authorities and otherwise assists the person in charge).
  7. Be sure that your call person can give emergency vehicles precise instructions to reach your location or site.