

VOLLEYBALL BC

Screening Policy

Definitions

1. The following terms have these meanings in this Policy:
 - a) “*Approved Agencies*” – are those agencies set out in sections 11 and 12.
 - b) “*Chief Executive Officer*” – means the chief executive officer of Volleyball BC who oversees the implementation of all governance and policies.
 - c) “*Club*” – means a registered Volleyball BC (VBC) Club.
 - d) “*Club Persons*” – includes registered Volleyball BC Club members such as coaches, team contacts, club staff, club board of directors, and volunteers.
 - e) “*Criminal Record Check*” (CRC) – means a Criminal Record Check under the *Criminal Record Review Act*, RSBC 1996
 - f) “*Designated Category*” – means a category of Personnel or Club Person as set out in section 13.
 - g) “*Personnel*” - includes members, volunteers, employees, and contractors whose position with VBC is one of trust or authority or interaction with minors. Personnel may include, but are not limited to, coaches, managers, referees, trainers, coordinators, chaperones, VBC Board of Directors, and VBC staff.
 - h) “*Relevant Offence*” – means a category of offence as set out in section 52.
 - i) “*Screening Disclosure Form*” (SDF) – Screening tool to be completed by Personnel in Designated Categories and includes the form attached to this policy or other documents approved by Volleyball BC.

Purpose

2. VBC has adopted the *Canadian Code of Volunteer Involvement* and relies on the efforts of Personnel to provide its services and support its mandate. VBC values Personnel involvement and appreciates their hard work.
3. To ensure a mutually beneficial experience for all persons involved in VBC activities, VBC requires all potential Personnel in Designated Categories to be screened before they can be involved within VBC activities.
4. VBC requires some Personnel who interact with athletes, or who are placed in a position of trust or authority, to obtain a CRC as part of its’ screening procedures. Specific additional screening procedures, including implementation procedures for recurring Personnel, will be dependent on the Designated Category.

Application of this Policy

5. This Policy applies to all Personnel and Club Persons who are 18 years and older.
6. Not all positions pose a risk of harm to VBC or to its participants and therefore Personnel and Club Persons will be screened with different screening tools as determined by VBC.

Screening tools

7. VBC may use any combination of screening tools it determines necessary to screen Personnel. Screening tools may include but are not limited to: applications forms, interviews, reference checks, and submission of a CRC and/or SDF.
8. Personnel may have to complete an application form and other screening tools prior to being considered for a position within a Designated Category, or for annual renewal of that position.
9. Personnel may be interviewed to determine suitability and interest for a Designated Category. Interviews will be conducted by a designated person or persons and may be conducted by other Personnel.
10. Personnel may be required to submit personal and/or professional references. Potential volunteers are requested to provide signed consent giving the organization permission to contact the provided references.
11. The Approved Agencies for VBC Personnel CRC's are:
 - a) mybackcheck.com;
 - b) RCMP;
 - c) Municipal Police Departments.
12. The Approved Agencies for Club Persons' CRC's are:
 - a) mybackcheck.com;
 - b) RCMP;
 - i. May only be used as an Approved Agency when a Club Person is between the age of 18 and 20 at any time during the current club season.
 - c) Municipal Police Departments;
 - i. May only be used as an Approved Agency when a Club Person is between the age of 18 and 20 at any time during the current club season.

Designated Categories

13. VBC will require Personnel and Club Persons in the following "Designated Categories", who work closely with athletes or who occupy positions of trust and authority within VBC, to be screened via screening tools, and obtain a CRC including:
 - a) coaches;
 - b) managers;
 - c) referees;
 - d) trainers;
 - e) Volleyball BC's Board of Directors; and
 - f) employees.
14. Personnel and Club Persons in Designated Categories will be required to obtain a CRC and

complete a SDF.

Policy

15. It is VBC's policy that:

- a) All Personnel and Club Persons are required to be screened.
- b) If any Personnel or Club Person does not submit the required CRC or SDF that person will be ineligible to assume a role in a Designated Category in sanctioned VBC events or will not otherwise be eligible to participate in sanctioned VBC events.
- c) VBC will not knowingly place in a Designated Category a person who has a conviction for a 'Relevant Offence'.
- d) However, where the Screening Committee is of the opinion that, notwithstanding a conviction for a Relevant Offence, a person can occupy a position in a Designated Category without adversely affecting the safety of VBC, an athlete, or member of VBC, the Screening Committee may approve a person's placement in a Designated Category.
- e) If a person in a Designated Category receives a conviction for a Relevant Offence, that person will report this circumstance to the Chief Executive Officer.
- f) If a person provides falsified, misleading, or incomplete information, that person will immediately be removed from their position and may be subject to further discipline in accordance with Volleyball BC's *Discipline and Complaints Policy*.

Criminal Record Check and Screening Disclosure Form

16. All Personnel and relevant Club Persons as set out in this policy must obtain a CRC every three years through one of the Approved Agencies and proof of the CRC must be submitted to VBC prior to interacting with minor athletes.

- a) VBC will only accept CRC's that have been completed within two years of being submitted to VBC.
- b) A CRC is only valid, for the purposes of this section, for a period of three years from the date it was completed, regardless of when it was submitted to VBC.

17. All Personnel and must complete and submit a SDF on an annual basis.

18. All Club Persons must complete and submit an online Club Membership Waiver Form ([found here](#)), which includes the SDF, on an annual basis.

Staff Screening Employee

19. VBC will designate a VBC staff member as the Staff Screening Employee who will be responsible for receiving, reviewing, and recording all CRC's and SDF's and determining whether any CRC or SDF reveals a Relevant Offence.

20. After reviewing a person's CRC and SDF, the Staff Screening Employee will either:

- a) approve a person's participation in a Designated Category; or
- b) if the Staff Screening Employee has concerns with any screening forms they will forward it to the Chief Executive Officer for review.

Screening Committee

21. The Screening Committee is responsible for reviewing all CRC's and SDF's that reveal a Relevant Offence, and making decisions regarding the appropriateness of a person assuming a role in a Designated Category.
22. The Screening Committee will consist of the President and two directors confirmed at Board of Director meetings or as designated by the President.
23. The Screening Committee, by majority vote, will:
 - a) approve a person's participation in a Designated Category;
 - b) deny a person's participation in a Designated Category; or
 - c) approve a person's participation in a Designated Category subject to terms and conditions, as the Screening Committee deems appropriate.
24. The decisions of the Screening Committee are final and binding and will be effective upon notice being communicated to the person. The Screening Committee will consider but are not limited to the following when reviewing a CRC or SDF:
 - a) Relationship of the Relevant Offence to the nature of the position;
 - b) Number and nature of the charge and/or convictions;
 - c) When the Relevant Offence occurred; and
 - d) What the person has done since the date of the Relevant Offence.

Procedure

25. VBC screening procedures and categories are as follows:
 - a) Level 1 - VBC Staff, Board of Directors, Coaches, Referees and Volunteers working directly for VBC and the organization's programs;
 - b) Level 2 - Club Persons; and
 - c) Level 3 - Persons who require a CRC for employment.

Level 1 - VBC Staff, Board of Directors, Coaches, Referees, and Volunteers

26. Personnel in a Designated Category will submit the CRC and/or the SDF to the Staff Screening Employee, c/o VBC at its head office in an envelope marked "Confidential" or online through a permissible screening tool. Personnel may be responsible to pay for any fees incurred depending on the position.
27. Personnel who do not submit a CRC or a SDF will not be eligible for participation in VBC sanctioned events, and they may not interact with athlete members of VBC, until the person's CRC and SDF are received and evaluated by VBC.
28. If a person's CRC and SDF do not reveal a Relevant Offence, the Staff Screening Employee will

approve the person's participation in a Designated Category and will provide notice to the person, and retain the CRC and/or SDF in the Personnel file.

29. If a person's CRC or SDF reveals a Relevant Offence, the person will be asked to attend a police or RCMP detachment and to have fingerprints taken to satisfactorily complete their CRC requirements to determine that the CRC is for the correct individual or to confirm that no mistakes have been made.
30. If a person's CRC or SDF reveals a Relevant Offence, the Staff Screening Employee will contact the person to ask if the applicant wishes to remove himself/herself from the screening procedure for the related position.
31. Should the person wish to continue the application and screening procedure, the person will be asked by the Staff Screening Employee to declare details about what the charge is regarding. Depending on the screening tool used, VBC will determine and confirm whether the conviction or pending charge is what was declared to the VBC Staff Screening Employee.
32. The Staff Screening Employee will then forward the CRC or SDF to the Chief Executive Officer for review.
 - a) If the Chief Executive Officer has concerns, he or she will forward the CRC or SDF to the Screening Committee for review.
33. The Screening Committee will review the CRC and SDF or other screening forms and render its decision, and provide notice of its decision to the Board of Directors, the Chief Executive Officer, and to the person.
34. After providing notice, VBC will retain the CRC and/or SDF in the Personnel file.
35. CRC's are valid for a period of three years but a SDF must be completed and submitted by Personnel on an annual basis. However, the Chief Executive Officer may request Personnel in a Designated Category to provide a CRC at any time. Such request will be in writing.

Level 2 - For Club Persons (Coaches/Volunteers)

36. All registered Clubs within VBC are required to ensure all Club Persons who occupy a position of trust and authority or who work closely with athletes have submitted a valid CRC to Volleyball BC and have completed the online Club Membership Waiver Form PRIOR to occupying a position of trust and/or working closely with athletes. This verification process is to be completed according to section 41.
37. Club Persons who occupy a position of trust and authority or who work closely with athletes must complete the Club Membership Waiver Form annually, and complete a CRC every three years, and submit these documents as per instructions written in the annual Club Handbook. VBC also strongly encourages all clubs to expand their screening policy to include team chaperones, parent volunteers

and other club volunteers although they might not be registered VBC members.

38. Club Persons will not be insured nor will they be eligible to participate in any VBC sanctioned event until a valid CRC and annual Club Membership Waiver Form are submitted in the required manner to VBC.
39. VBC is not responsible to pay for any fees incurred. Each Club Person is responsible for determining payment.
40. Clubs are to assign a Club Screening Contact within their Club to coordinate and oversee the Screening Policy and communicate with the VBC Staff Screening Employee. A mybackcheck.com account will be created for each Club and the Club Screening Contact will be given access in order to invite Club Persons to complete a CRC. Club Membership Waiver Forms are to be submitted via email as per the Club Handbook.
41. The Club Screening Contact is required to submit a list via technology (eg. Google Documents) to the Staff Screening Employee of ALL persons involved in the Club for the designated Club season. The Staff Screening Employee will then determine which listed persons have submitted a valid CRC and completed the online Club Membership Waiver Form. Should changes in Club staff occur during the designated Club Season, the Club Screening Contact must inform the Staff Screening Employee immediately.
42. The Club Screening Contact will provide the following information:
 - a) Names of all Club Persons (Coaches/Volunteers);
 - b) Position (i.e. coach, volunteer, director);
 - c) Email and phone number for all Club Persons
43. VBC will record the list of all Club Persons, and results are kept in the database of all completed CRC's and Club Membership Waivers Forms with the date received.
44. If the Staff Screening Employee receives a CRC or Club Membership Waiver Form that reveals a Relevant Offence, the Staff Screening Employee will contact the person, inform the person that the these documents reveals a Relevant Offence, and ask the person if they wish to continue their Screening Application. If the person wishes to continue, the Staff Screening Employee will request the person declare details of the Relevant Offence by completing and submitting a formal [SDF](#) via email to screening@volleyballbc.org.
45. The Staff Screening Employee will notify the Club Screening Contact that further information is required to determine the person's eligibility to become a VBC Club member. Until such a determination is made, the person is to remove himself or herself from the club until VBC provides approval to return.
46. The Staff Screening Employee will forward the CRC or SDF to the Chief Executive Officer for review.

The Chief Executive Officer will review the CRC and SDF and if necessary forward the CRC or SDF to the Screening Committee for review.

47. The Screening Committee will make a decision, based on the VBC Screening Policy as to whether the person is allowed to participate in VBC sanctioned events. This decision will then be returned to the Club Screening Contact. After providing notice, VBC will retain a copy of the CRC and/or SDF on file, and will return or destroy the original.

Level 3 – Persons who require CRC for employment

48. Any person who is required to have a current CRC as part of their permanent employment under the *Criminal Records Review Act* may be granted an exemption from completing another CRC.
49. Occupations permitted for exemptions include teachers, police officers, doctors, dentists, nurses and similar occupations that deal with youth and vulnerable adults.
50. Persons are required to verify they have completed a CRC and provide verification of their vocation.
- a) For example registered BC teachers must have the following:
 - i. Have a valid status under current validity for the entire time of the Volunteer/coaching period;
 - ii. Have a valid current certificate holder status; and
 - iii. Provide date of last CRC.
 - The above information can be found at:
<http://www.bcteacherregulation.ca/CertificateServices/FindATeacher.aspx>
51. Persons are still required to submit a Club Membership Waiver Form annually.

Relevant Offences

52. For the purposes of this Policy, a 'Relevant Offence' is any offence that is reviewed under the approved screening tools, including any of the following, but not limited to:
- a) If imposed in the last five years:
 - i. any criminal offence involving the use of a motor vehicle;
 - ii. any offence for trafficking and/or possession of drugs and/or narcotics; or
 - iii. any criminal 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; or
 - ii. any criminal offence involving a minor.
 - c) If imposed at any time:
 - i. any criminal offence involving the possession, distribution, or sale of any child-related pornography;
 - ii. any sexual offence involving a minor; or
 - iii. any criminal offence involving theft or fraud, or breach of trust.

Records

53. VBC will retain all current Personnel CRC's and SDF's, as well as all CRC's and/or SDF's revealing a Relevant Offence. Written records obtained in the course of implementing this Policy will be maintained in a confidential manner conforming to the British Columbia *Personal Information Protection Act* and will not be disclosed to others except as required by law, or for use in a legal or disciplinary proceeding.

VOLLEYBALL BC – SCREENING DISCLOSURE FORM

NAME: _____
 First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

 Street City Province Postal

DATE OF BIRTH: _____ **GENDER:** _____
 Month/Day/Year

1. Have you ever been convicted of a criminal conviction or been sanctioned by an independent body (sport body, private tribunal, government agency, etc.) for which a pardon has not been granted? Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements as required by Volleyball BC’s Screening Policy.

Yes _____ No _____ If yes, please describe below:

Name or Type of Offense: _____
 Name and Jurisdiction of Court/Tribunal: _____
 Year Convicted/Sanctioned: _____
 Age When Convicted/Sanctioned: _____
 Penalty or Sanction Imposed: _____
 Further Explanation: _____

For more than one conviction please attach additional page(s) as necessary.

2. Are criminal charges or any other charges, including those from a sport body, private tribunal or government agency, currently pending or threatened against you?

Yes _____ No _____ If yes, please explain for each pending charge:

Name or Type of pending Offense or alleged activity: _____
 Name and Jurisdiction of Court/Tribunal: _____
 Age When You Allegedly Committed the Offence or Activity: _____
 Further Explanation: _____

3. I agree to report any new activity, criminal or otherwise negative, that could negatively impact my position within Volleyball BC or any member club, or the reputation of such organizations, and will notify the Volleyball BC CEO and Club Director if relevant, within 24 hours of its occurrence. I acknowledge, failure to do so may result in my suspension from Volleyball BC or removal from any position in Volleyball BC or a club.

Initial: _____

Certification
 The answers on this Form are truthful, accurate, and complete.

By signing this form, you agree and understand that you will be sharing your criminal record check results and screening disclosure form with your designated club contact and the Volleyball BC Screening Contact.

Signature: _____ Date: _____