

POLICY CHANGE

DOCUMENT: PP1

SECTION: H14 - Employee and Volunteer Screening

CURRENT WORDING:

In Policy and Procedures Manual #2 - Sport and Technical

F-3 POLICY: Coaches' Security Clearance

1. It is understood that coaches are the direct link to the athletes which most often occurs at the club level.
2. With guidance following the BC Personal Information Protection Act (PIPA), it is a requirement that coaches consent to a Security Clearance document being obtained as required.

PROPOSED CHANGE:

Remove F-3 (both Policy and Procedure) from Policy and Procedures Manual #2 and add to Policy and Procedure Manual#1 - Section H 14

Employee and Volunteer Screening

PURPOSE

As part of our commitment to creating a safe sport environment, BC Speed Skating is taking steps to ensure employees and volunteers participating in all BCSSA activities are screened with a thorough onboarding process, including Criminal Records Checks (CRC).

BC Speed Skating acknowledges employee and volunteer screening will help to create a safe and protected sport environment free from abuse and maltreatment for all BCSSA members.

DEFINITIONS

The following terms will have this meaning in this Policy:

"Individuals" – All categories of employees and volunteers within BCSSA, including but not limited to coaches, officials, event volunteers, official chaperones, directors, officers, administrators, staff, and team personnel.

"Applicants" – All individuals applying for an employee, contractor or volunteer position within BCSSA.

"Criminal Record Review (CRR)" – A search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record.

"Screening" - An examination and verification of a person's credentials through an application and/or interview process.

“Screening Officer” – A designated individual who will be responsible for receiving, reviewing and recording all CRC’s and determining whether any CRC reveals a Relevant Offence.

“High-Risk Position” – Any employee or volunteer role that has direct contact with minor athletes where there is an opportunity for maltreatment or if in a position of trust with money.

SCREENING STANDARDS

The screening process is intended to help prevent maltreatment and identify potential risks to the organization. Screening is based on two processes; personal interview and reference check and a Criminal Records Review.

The following table outlines the requirements based on position:

	Criminal Records Review	Interview & Reference Check
Coaches and Assistant Coaches (19 and over)	Required	Required
Coaches and Assistant Coaches (up to 19)	Not required	Required
Volunteers (19 and over) with opportunity to have unsupervised access	Required	Required
Volunteers (up to 19) with opportunity to have unsupervised access	Not required	Not required
Volunteers without access to youth and Vulnerable Adults	Not required	Not required
Chaperone	Required	Required
Club Board members with signing authority	Not required	Required
Club Board members without signing authority	Not required	Suggested
Officials	Not required	Not required
BCSSA Board members	Not required	Required
Employees	Required	Required
Contractors	Required	Required

Personal Interviews and Reference Check

1. As part of our organization's commitment to the prevention of maltreatment and organizational effectiveness, individuals identified in the chart above will be interviewed to determine suitability for the position and any potential risk of their involvement in the organization.
2. A Staff member or the volunteer who will be supervising the applicant will conduct the interview as the primary interviewer. It is recommended that two people be present for the interview.
3. As part of the interview process, a minimum of 2 references will be requested.
4. Reference Checks should be conducted by the staff member or volunteer who is supervising the applicant prior to the applicant starting work with the organization.
5. All members are required to agree to be bound by the BC Speed Skating Code of Conduct and abide by the letter and spirit of the organization's policies. Maltreatment in any form is strictly prohibited and may be grounds for termination or dismissal.

Criminal Records Review

6. In accordance with the Criminal Records Review Act, all individuals who, in the course of their duties, have the potential to have unsupervised contact with children or vulnerable adults are required to have a Criminal Records Review,.
7. It is the responsibility of each Club and BCSSA to determine which roles within their Club or organization would have the potential to have unsupervised contact with children or vulnerable adults.
8. Clubs are responsible for advising the Screening Officer of those individuals who will require Criminal Records Review.
9. Individuals who decline to submit to a Criminal Record Review, do not complete the Criminal Record Review process in a timely manner or do not pass the Criminal Record Review are not allowed to hold a position where a Criminal Record Review is required.
10. Criminal Record Reviews must be renewed every 5 years.
11. **Equivalent** Criminal Record Reviews from other organizations may be accepted as long as they have been completed within the last 3 years.
12. Applicants may also be screened for offences that occurred outside of Canada, which would be considered an indictable offence under the laws of Canada had the offence occurred in Canada.
13. If an individual is charged with or convicted of an offence, that person must report the charge or conviction to the organization within one (1) week. BCSSA may request the individual refrain from participation until their proceedings have been settled.
14. An individual's conviction of any Criminal Code offenses may result in termination from any designated positions, program, activity or event upon the sole discretion of the organization.

SCREENING OFFICER

1. The designated Screening Officer is the Executive Director. Alternatively, if a conflict exists, the Board Chair will assume the role as Screening Officer.

2. The designated Screening Officer is responsible for ensuring that BCSSA's screening policy is followed should an individual fail a Criminal Record Review or refuse to submit to secondary screening.

RECORDS

3. All records will be maintained in a confidential manner conforming to the British Columbia Personal Information Protection Act and BC Speed Skating's Privacy Policy and will not be disclosed to others except as required by law, or for use in legal, or disciplinary proceedings.

SUPPORTING DOCUMENT:

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

RATIONALE:

Supports safe sport policy and provincial legislation

PROPOSED BY: Staff

RESULT: Board Approved Sept 12. 2021