

SCREENING POLICY

Cross Country BC

DEFINITIONS

1. The following terms have these meanings in this Policy:
 - a) **Association** – Cross Country BC
 - b) **Individuals** – Individuals employed by, or engaged in activities with, the Association including, but not limited to, athletes, coaches, officials, volunteers, directors, committee members, contractors, and employees of the Association
 - c) **Enhanced Police Information Check (E-PIC)** – A search of the RCMP criminal records database or use of the Sterling Backcheck services to determine whether the individual has a criminal record (PRC)
 - d) **Vulnerable Sector Verification (VSC)/Criminal Record Check** – A search done through the British Columbia Criminal Record Review Program for individuals working with a vulnerable sector (such as with minor athletes or with persons with a disability), for the existence of any pardoned sex offenses and/or charges

PREAMBLE

2. The Association understands that the screening of identified Individuals is a vital part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the community.

APPLICATION OF THIS POLICY

3. This Policy applies to all individuals, identified by the Association, whose position with the Association is one of trust or authority which may relate to, at a minimum, finances, supervision, young people, or people with a disability.
4. Not all Individuals associated with the Association will be required to undergo screening through this Policy because not all positions pose a risk of harm to the Association or to its participants. The Association, at a minimum, has determined the following Individuals are subject to screening in accordance with this Policy:
 - a) Board of Directors or potential Directors of Cross Country BC
 - b) Executive Director
 - c) Provincial Head Coach and Provincial Assistant Coach
 - d) Other staff
 - e) Coach contractors
 - f) Provincial Coaching Experience (PCE) coaches
 - g) Regional Coaching Experience (RCE) coaches
 - h) Individuals designated as coaches or helpers who are likely to supervise athletes under 18 years of age at regional or provincial camps, or on provincial team trips to competitions (e.g. National Championships)
 - i) Any other Individual, as identified by the Association

POLICY

5. It is the Association's policy that:

- a) Individuals listed in Section 4 – a), b), d) and i) will be screened using the following:
 - i. Screening Disclosure Form
 - ii. Enhanced Police Information Check (E-PIC)
 - iii. Drivers' abstract (if requested)
- b) Individuals listed in Section 4 – c) will be screened using the following:
 - i. Screening Disclosure Form
 - ii. Enhanced Police Information Check (E-PIC)
 - iii. Vulnerable Sector Verification (VSC)/Criminal Record Check
 - iv. Drivers' abstract (if requested)
- c) Individuals listed in 4 – e), f), g), h), and i) will be screened using the following:
 - i. Vulnerable Sector Verification (VSC)/Criminal Record Check
 - ii. Drivers' abstract (if requested)
- d) Failure to participate in the screening process as outlined in this policy will result in the Individual's ineligibility for the position sought.
- e) If an Individual subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Association.
- f) If an Individual provides falsified or misleading information, the Individual will immediately be removed from their position and may be subject to further discipline.

SCREENING COMMITTEE

- 6. The implementation of this policy is the responsibility of the Association's Staff and ad-hoc Screening Committee which is a committee of four (4) members (currently the Executive Director, Program Coordinator, Provincial Coach, and Assistant Provincial Coach). Quorum for the Screening Committee will be three (3) members.
- 7. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.
- 8. The Screening Committee is responsible for reviewing all applications which get flagged and based on such reviews, making decisions regarding the appropriateness of Individuals filling positions within the Association and whether or not such Individual will assume the position. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.

PROCEDURE

- 9. The Screening Disclosure Form requirements defined in this policy will be submitted to the Association in an email titled "Confidential" to programs@crosscountrybc.ca or in an envelope marked "Confidential" to Program Coordinator, Cross Country BC, #106-3003 30th Street, Vernon BC, V1T 9J5
- 10. Individuals who do not undertake the screening requirements required by this Policy will receive a notice to that effect and will be informed that their application and/or position will not proceed until such time as the screening requirements and this Policy are adhered to.

11. The Association's Program Coordinator will be responsible for receiving and reviewing all submitted documentation. The Screening Committee will be engaged and review all submitted documents which get flagged and subsequent to its review, the Screening Committee will:
 - a) Approve an Individual's position; or
 - b) Deny an Individual's position; or
 - c) Approve an individual's position subject to terms and conditions as the Screening Committee deems appropriate
12. The Screening Committee will render its decision and provide notice to the Individual if the position is denied.
13. Screening Disclosure Forms and Enhanced Police Information Checks (E-PIC) are valid for a period a period of five years. However, the Association may request that an Individual provide a Criminal Record Check or a Screening Disclosure Form for review and consideration at any time. Such request will be in writing.

RELEVANT OFFENSES

14. For the purposes of this Policy, guidelines and examples of a 'relevant offence' is 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 or minors.
 - 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 or minors.
 - iii. Any offence involving theft or fraud.

RECORDS

15. 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.

CRIMINAL CONVICTIONS

16. An individual's conviction for any of the following Criminal Code offenses may result in expulsion from the Association and/or removal from any designated position, program, activity or event upon the sole discretion of the Association:
 - a) Any offense of physical or psychological violence
 - b) Any crime of violence including but not limited to, all forms of assault
 - c) Any offense involving trafficking of illegal drugs

- d) Any offense involving the possession, distribution, or sale of any child-related pornography
- e) Any sexual offense
- f) Any offense involving theft or fraud

ADDITIONAL

- 17. Individuals coaching for more than 7 hours/year must obtain an annual CCC Coaching License, which includes signing the CCC Coaches Code of Conduct Form.
- 18. Individuals must meet the requirements outlined in Cross Country BC's Minimum Mandatory Coaching Qualifications Policy.

Approved Oct 30, 2013

Revised Sept 5, 2018

ATTACHMENT 'A'

CCBC PROCEDURES - Vulnerable Sector Verification (VSC)/Criminal Record Check

- Vulnerable Sector Verification (VSC)/Criminal Record Check will be specifically for 'relevant offences' regarding working with children in the vulnerable sector as defined in the Criminal Records Act, RSBC.
- Each applicant must be informed of the requirement of the act and that the Vulnerable Sector Verification they are authorizing covers the relevant offences for working with children.
- Each applicant must complete and submit a Criminal Record Check through Cross Country BC's online link to the BC Criminal Record Review Program. The link and access code is supplied by Cross Country BC. All results are communicated directly to Cross Country BC's Program Coordinator and kept confidential.
- Mandatory rechecks are required every five years for individuals whose employment with Cross Country BC is continuous.
- Mandatory rechecks are required every two years for individuals whose employment with Cross Country BC is not continuous.
- Vulnerable Sector Verification (VSC)/Criminal Record Check documentation will be the responsibility of Cross Country BC's Program Coordinator and kept on file in a confidential location at the Cross Country BC office.
- Cross Country BC Vulnerable Sector Verification (VSC)/Criminal Record Check documentation will not be shared with member clubs or any other organizations or individuals.

ATTACHMENT 'B'

**Cross Country BC
Screening Disclosure Form**

NAME: _____
First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province/Territory Postal Code

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

CLUB: _____ **EMAIL:** _____

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 Cross Country BC's *Screening Policy*.

1. **Have you ever been convicted of a crime for which a pardon has not been granted, including possession or trafficking of an illegal substance?** Yes _____ No _____ If yes, please describe below for each conviction:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

2. **Are criminal charges or any other sanctions, 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 Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Further Explanation: _____

3. **Has any civil court made a finding, judgment or ruling against you, or have you entered into an out of court settlement relevant to the profession of coaching, the sport or any other sport?**

Yes _____ No _____ If yes, please describe each finding, judgment or ruling below:

Civil Court Finding: _____ Out of Court Settlement: _____

Type of Offense or Finding: _____

Year of Offense or Settlement: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

4. **Have you ever been the subject of a decision of a court or tribunal that might reflect adversely on the profession of coaching, the sport or any other sport?**

Yes _____ No _____ If yes, please describe below:

Type of Offense: _____

Year of Decision: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

5. **Have you ever been dismissed from a position due to allegations of ethical or moral misconduct?**

Yes _____ No _____ If yes, please describe below:

Name of applicable Organization: _____

Date of Dismissal: _____

Reason for Dismissal: _____

6. **Have you ever been disciplined or sanctioned by an international sport body, by a National sport governing body outside Canada, by Cross Country BC, or by any other body within Canada that governs any sport?**

Yes _____ No _____ If yes, please describe below:

Name of applicable Organization: _____

Date of Discipline or Sanction: _____

Reason for Discipline or Sanction: _____

7. **Have you ever been disciplined or sanctioned by an independent body (sport body, private tribunal, government agency, etc.) for which a pardon has not been granted?**

Yes _____ No _____ If yes, please describe below:

Name or Type of Offense: _____

Name and Independent Body: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

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

Certification

I hereby certify that the information contained in this application is accurate, correct, truthful, and complete.

I further certify that I will immediately inform Cross Country BC of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in termination of membership and/or further discipline.

Signature: _____ Date: _____