



## Volleyball Alberta Screening Policy

Approved December 10, 2017

### Definitions

1. The following terms have these meanings in this Policy:
  - a) "*Enhanced Police Information Check (E-PIC)*" – A search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record and a search of local police information which includes additional conviction and non-conviction information that may include: outstanding charges, warrants, peace bonds and restraining orders, prohibitions, probation orders, interim release conditions, and recent convictions not yet listed in the RCMP National Repository
  - b) "*Vulnerable Sector Check (VSC)*" – a check that includes the search of the RCMP National Repository of Criminal Records and local police information but also includes a search of the Pardoned Sex Offender database

### Preamble

2. Volleyball Alberta understands that screening personnel and volunteers 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 whose position with Volleyball Alberta (VA) 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 Volleyball Alberta will be required to obtain an E-PIC, a VSC, or submit a Screening Disclosure Form because not all positions pose a risk of harm to Volleyball Alberta, its clubs, or to its participants. Volleyball Alberta will determine which individuals will be subject to screening using the following guidelines (variations from the guidelines are at the sole discretion of Volleyball Alberta):
  - a) Level 1 – Low Risk - Individuals involved in low risk assignments who are not in a supervisory role, not directing others, not involved with financial/cash management, and/or do not have access to minors or people with a disability. Examples:
    - a) Parents, youth, or volunteers who are helping out on a non-regular informal basis
  - b) Level 2 – Medium Risk – Individuals involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with financial/cash management, and/or who may have limited access to minors or people with a disability. Examples:
    - a) Assistant coaches or managers/trainers of a club



- b) Athlete support personnel
- c) Coaches who are typically under the supervision of another coach
- d) Referees
- c) Level 3 – High Risk – Individuals involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with financial/cash management, and who have access to minors or people with a disability. Examples:
  - a) Head coaches
  - b) Coaches who travel with athletes
  - c) Coaches who could be alone with athletes

### **Policy**

5. It is Volleyball Alberta's policy that:

- a) Level 1 individuals will:
  - i. Complete a Screening Disclosure Form
  - ii. Sign a form indicating that the individual has read and understands Volleyball Alberta's policies and procedures, if requested.
  - iii. Participate in orientation as determined by Volleyball Alberta and/or their respective volleyball club, if requested.
- b) Level 2 individuals will:
  - i. Provide an E-PIC
  - ii. Complete a Screening Disclosure Form
  - iii. Sign a form indicating that the individual has read and understands Volleyball Alberta's policies and procedures, if requested.
  - iv. Provide a reference related to the position sought, if requested.
  - v. Participate in orientation as determined by Volleyball Alberta and/or their respective volleyball club, if requested.
  - vi. Provide a driver's abstract, if requested
- c) Level 3 individuals will:
  - i. At the discretion of Volleyball Alberta, obtain a VSC
  - ii. Provide an E-PIC
  - iii. Complete a Screening Disclosure Form
  - iv. Sign a form indicating that the individual has read and understands Volleyball Alberta's policies and procedures, if requested.
  - v. Provide a reference related to the position sought, if requested.
  - vi. Participate in orientation as determined by Volleyball Alberta and/or their respective volleyball club, if requested.



- vii. Provide a driver's abstract, if requested
  
- d) Volleyball Alberta may, at any time, require an individual at any Level to obtain a VSC.
- e) Failure to participate in the screening process as outlined in this policy will result in the individual's ineligibility for the position sought.
- f) If an individual subsequently receives a conviction for, or is found guilty of, an offense the individual will report this circumstance immediately to Volleyball Alberta.
- g) If an individual provides falsified or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with Volleyball Alberta's *Discipline and Complaints Policy*.

### **Screening Committee**

- 6. The implementation of this policy is the responsibility of Volleyball Alberta's Screening Committee which is a committee of three (3) members appointed by Volleyball Alberta. Volleyball Alberta will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess E-PICs, VSCs, and Screening Disclosure Forms, and render decisions under this Policy. Quorum for the Screening Committee will be three 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 E-PICs, VSCs, and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions within Volleyball Alberta. 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.

### **How to Obtain an E-PIC or Vulnerable Sector Check**

- 9. Volleyball Alberta has partnered with Sterling BackCheck to offer the E-PIC to individuals engaged with Volleyball Alberta. An E-PIC may be obtained from the following link:  
[\(https://www.sterlingtalentsolutions.ca/volleyball-alberta/\)](https://www.sterlingtalentsolutions.ca/volleyball-alberta/)
- 10. Individuals may only obtain a VSC by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.



### **Procedure**

11. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals are required to submit:
  - a) An E-PIC every three years
  - b) A Screening Disclosure Form every year
  - c) A Vulnerable Sector Check, if requested
12. The Screening Committee may request that an individual provide an E-PIC, VSC or a Screening Disclosure Form for review and consideration at any time. Such request will be in writing and reasons will be provided for such a request.
13. The Screening requirements defined in this policy will be submitted to Volleyball Alberta (VA) via one of three methods:
  - a) A designated club representative will verify that he/she has seen the individual's Police Information Check AND Screening Disclosure Form and submit the completion dates for the forms to VA. Volleyball Alberta may request a copy of the Screening documents at any time.
  - b) E-PIC provided to VA by the Sterling Talent Solutions Mybackcheck.com portal.
  - c) Sent to the VA head office marked "Confidential".
14. 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 are followed.
15. Following the review of documents for offenses, the Screening Committee will decide:
  - a) The individual has passed screening and may participate in the desired position;
  - b) The individual has passed screening and may participate in the desired position with conditions;
  - c) The individual has not passed screening and may not participate in the desired position; or
  - d) More information is required from the individual.

### **Conditions and Monitoring**

16. The Screening Committee may determine that incidents revealed on an individual's screening documents (not including incidents defined as 'Criminal Convictions' or 'Offenses', below) may allow the individual to pass the screening process and participate in a desired position with conditions imposed. The Screening Committee may apply and remove conditions at its discretion, and will determine the means by which adherence to conditions may be monitored.

### **Offenses**

17. Provided a pardon has not been granted, the following examples are considered to be offenses:
  - a) If imposed in the last five years:



- i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving
  - ii. Any offense for trafficking and/or possession of drugs and/or narcotics
  - iii. Any offense 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 offense involving a minor or minors
- c) If imposed at any time:
- i. Any offense described in the 'Criminal Convictions' section of this Policy

### **Records**

18. 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.
19. The records kept by Volleyball Alberta as part of the screening process include but are not limited to:
- a) An individual's Vulnerable Sector Check
  - b) An individual's E-PIC (for a period of three years)
  - c) An individual's Screening Disclosure Form (annually)
  - d) Records of any conditions attached to an individual's registration by the Screening Committee
  - e) Records of any discipline applied to any individual by Volleyball Alberta or by the provincial organization

### **Criminal Convictions**

20. An individual's conviction for any of the following *Criminal Code* offenses may result in expulsion from Volleyball Alberta and/or removal from designated positions, competitions, programs, activities and events upon the sole discretion of Volleyball Alberta:
- 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