



# Bowls Alberta & Member Clubs



## Screening Policy

All capitalized words are defined in the Definitions section, the Appendix of the Safe Sport Manual.

### Purpose

1. Bowls Alberta and/or its Member Clubs (hereafter referred to as the Organizations) understand that screening staff, contracted Participants, 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 sport community.

### Application of this Policy

2. This Policy applies to all Participants whose position within the Organizations is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Participants.
3. Not all Participants associated with the Organizations will be required to submit screening documents and/or obtain a criminal record check (See Appendix A) because not all positions pose a risk of harm to the Organizations or its Participants. Each Organization will determine which individuals will be subject to screening using the following guidelines:

**Level 1 – Low Risk** - volunteers involved in low-risk assignments who are not in a supervisory role, not directing others, and/or do not have unsupervised access to Vulnerable Participants. Examples, which may differ for BA and for each club:

- a) Parents, youth, or volunteers who assist in program on a non-regular or informal basis,
- b) Volunteers that work on greens or grounds maintenance,
- c) Volunteers that work in the kitchen, bar, or other club services,
- d) Coaches / instructors who are typically under the supervision of another coach, and
- e) Officials including umpires and drawmasters at BA sanctioned Events or club's events.

**Level 2 – Medium Risk** – volunteers involved in medium risk assignments who may be in a supervisory role, may direct others, and/or who may have limited access to Vulnerable Participants. Examples, which may differ for BA and each club:

- a) Athlete support personnel, team managers, and
- b) Coaches Trained and Certified, and
- c) Board Directors in Executive Positions.

**Level 3 – High Risk** – volunteers involved in high-risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, and who have frequent or unsupervised access to Vulnerable Participants. Examples:

- a) Staff that work directly with Participants,
- b) Lead or Program coaches who have a supervisory role and direct other volunteers and instructors within a program for underage or Vulnerable Participants,
- c) Coaches and Team Managers who travel with minors or Vulnerable Participants.

## Screening Committee

4. The implementation of this policy is the responsibility of a Safe Sport Officer (SSO) or an assigned Screening or Safety Committee and approved by each Organization as needed. Volunteer(s) appointed to a committee that is required to screen Participants should possess the knowledge and ability to accurately screen documents and render decisions under this Policy.
5. The Bowls Alberta SSO is responsible for reviewing documents submitted by Level 3 – High Risk volunteers from all Organizations and shall maintain records in Sideline Learning.
  - a) The BA SSO, based on the review of the documents, shall make decisions regarding the appropriateness of individuals filling positions within each Organization.
  - b) In carrying out the duties the BA SSO may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.
  - c) Nothing in this Policy restricts or limits the BA SSO from requesting:
    - i. That the applying volunteer, herein referred to as the Applicant, attends an interview if it is felt that an interview is appropriate and necessary to screen the individual's application, or
    - ii. The Applicant's authorization to contact any professional, sporting, or other organization to assess the individual's suitability for the position that they are seeking, or
    - iii. Further information from the Applicant on more than one occasion, subject to the individual's right to insist that a decision be made based on the information before it.
  - d) The BA SSO may, where appropriate, draw an adverse inference from an Applicant's failure to provide information or answer queries.
  - e) When assessing an Applicant's screening application, the BA SSO shall determine whether there is reason to believe that the individual may pose a risk to the Organization(s) or to another Participant.
  - f) An Applicant who has been disciplined for a prior offence shall not prevent the BA SSO from considering that offence as part of the Applicant's screening application.
  - g) If the BA SSO determines, based on the Applicant's screening application, in addition to any further material received by it, that the individual does not pose a risk, the SSO shall approve the application, subject to the BA SSO's right to impose conditions.
  - h) In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall be provided to the Applicant and to the Board of Directors of the Organization, which may disseminate the decision as they see fit to best fulfil the mandate of its Organization.
  - i) An Applicant whose screening application has been denied or revoked may not re-apply to participate in the programs or activities of the Organization for two (2) years from the date the rejected application was made.

## Screening Requirements

6. A Screening Requirements Matrix is provided as **Appendix A** of this policy.
7. It is the policy of the Organizations that when a Participant is first engaged by the Organization:
  - a) Level 1 volunteers, as determined by each Organization, will:
    - i. Complete an application which could be verbal or as signified in their annual registration form, and
    - ii. Participate in training, orientation, and monitoring as described in the Screening Requirements Matrix.

- b) Level 2 volunteers, as determined by each Organization, will:
  - i. Complete an Application & Screening Disclosure Form, (Appendix B)
  - ii. Complete and provide an E-PIC,
  - iii. Participate in training, orientation, and monitoring as described in the Screening Requirements Matrix, and
- c) Level 3 volunteers will:
  - i. Complete an Application & Screening Disclosure Form, (Appendix B)
  - ii. Complete and provide an E-PIC and a VSC,
  - iii. Participate in training, orientation, and monitoring as described in the Screening Requirements Matrix,
  - iv. Provide a driver's abstract, if requested.
- d) If a volunteer subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Organization. Additionally, the individual will inform the Organization of any changes in their circumstance that would alter their original responses in their Application & Screening Disclosure Form.
- e) If the Organization learns that a volunteer has provided false, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with the *Discipline and Complaints Policy*.

### **Young People**

- 8. The Organizations define a young person as someone who is under 18 years old. When screening young people, the Organization will:
  - a) Not require the young person to obtain a VSC or E-PIC, and
  - b) May require the young person to submit up to two (2) letters of reference.
- 9. Notwithstanding the above point, the Organizations through the BA SSO, may ask a young person to obtain an E-PIC if the organization suspects the young person has an adult conviction and therefore has a criminal record. In these circumstances, the Organization will be clear in its request that it is not asking for the young person's *youth record*. The Organizations understand that they may not request to see a young person's youth record or request a VSC from a person under 18 years of age.

### **Renewal**

- 10. Unless the BA SSO determines, on a case-by-case basis, to modify the submission requirements, volunteers who are required to submit an E-PIC, Application & Screening Disclosure Form (Appendix B), or Screening Renewal Form (**Appendix C**), are required to submit the documents as follows:
  - a) An E-PIC every three years;
  - b) An Application & Screening Disclosure Form every three years;
  - c) An Application & Screening Renewal Form every year;
  - d) A VSC only once.
- 11. The BA SSO may request that a volunteer provide any of the above documents at any time. Such a request will be in writing and reasons will be provided for the request.

### **Orientation, Training, and Monitoring**

- 12. The type and amount of orientation, training, and monitoring will be based on the volunteer's level of risk, at the discretion of each Organization.
- 13. Orientation may include, but is not limited to: introductory presentations, facility tours, equipment

demonstrations, youth's parent meetings, meetings with supervisors or directors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.

14. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
15. At the conclusion of orientation and training, a Level 3 Risk individual will be required to acknowledge, in written form, that they have received and completed the orientation and training. This may take the form of an email to the BA SSO along with any certificates and other proof of completed training (i.e. confirmation email from the Bowls Alberta Head Coach or Learning Facilitator). These items will be updated in each individual's Sideline Learning profile.
16. Monitoring may include but is not limited to: written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

### **How to Obtain an E-PIC or VSC**

17. The Organizations have joined the Coaching Association of Canada's Responsible Coaching Movement and therefore have access to the E-PIC at a discounted rate. Participants designated as Level Three – High Risk can obtain an E-PIC here: <https://pages.sterlingbackcheck.ca/landing-pages/b/bowls-alberta/> as requested by the BA SSO.
18. Participants that require a Vulnerable Sector Check will receive information from the BA SSO as to the appropriate website or procedure to obtain the clearance check. It is noted that fingerprinting may be required if there is a positive match with the individual's gender and birth date.

### **Procedure**

19. Screening documents, if and as required, must be submitted to the Organization's SSO or appointed Committee appointed to do the screening or to the BA SSO.
20. A volunteer who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.
21. The Organizations understand that there may be delays in receiving the results of an E-PIC or a VSC. At the discretion of the Organization, a volunteer may be permitted to participate in the role during the delay. This permission may be withdrawn at any time and for any reason.
22. The BA SSO recognizes that different information will be available depending on the type of screening document that the volunteer has submitted. For example, an E-PIC may show details of a specific offense, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The BA SSO will use their/his/her expertise and discretion when making decisions based on the screening documents that have been submitted.
23. Following the review of the screening documents, the SSO or appointed committee will decide:
  - a) The volunteer has passed screening and may participate in the desired position,
  - b) The volunteer has passed screening and may participate in the desired position with conditions,
  - c) The volunteer has not passed screening and may not participate in the desired position, or
  - d) More information is required from the volunteer.

24. In making its decision for Level 3 – High Risk Volunteers, the BA SSO will consider the type of offense, date of offense, and relevance of the offense to the position sought. The BA SSO will make the decision using the following guidelines:
- a) If imposed in the last ten years:
    - i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving,
    - ii. Any offense involving conduct against public morals, or
    - iii. Any offense involving theft or fraud.
  - b) If imposed at any time:
    - i. Any offense involving a Minor or Minors,
    - ii. Any offense of assault, physical or psychological violence,
    - iii. Any offense involving trafficking or possession of illegal drugs,
    - iv. Any offense involving the possession, distribution, or sale of any child-related pornography, or
    - v. Any sexual offense.

### **Conditions and Monitoring**

25. Excluding the incidents above which, if revealed, might cause the volunteer to not pass screening, the BA SSO may determine that incidents revealed on a volunteer’s screening documents may allow the individual to pass the screening process and participate in a desired position with *conditions* imposed. The BA SSO shall have the sole and unfettered discretion to apply and remove conditions, determine the length of time for the imposition of conditions, and determine how adherence to conditions may be monitored. The BA SSO may consult experts in screening volunteers to help with making a decision.

### **Records**

26. All records of Level 3 – High Risk Volunteers will be maintained in a confidential manner on the Sideline Learning website and will not be disclosed to others except as required by law, for use in legal, quasi-legal, or disciplinary proceedings.
27. The records kept 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 Application & Screening Disclosure Form (for a period of three years),
  - d) An individual’s Screening Renewal Form (for a period of one year),
  - e) Records of any conditions attached to an individual’s registration by the Screening Committee, and
  - f) Records of any discipline applied to any individual by the Organizations or by another sport organization.

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