



BC Archery

Policy Area: Safe Sport	Subject: Volunteer Screening
Title of Policy: Criminal Record Check Policy	Number:
Effective Date: April 1, 2019 Approved Date: April 19, 2019	Revision Date: September 23, 2020 Review Date: October 2021

Criminal Record Check Policy

Definitions

1. The following terms have these meanings in this Policy:
 - a) “Association” – British Columbia Archery Association
 - b) “CRC” – Criminal Record Check: a search of the RCMP National Repository of Criminal Records to determine whether the individual has a criminal record.
 - c) “Individuals” – includes employees, volunteers or contractors whose position is one of trust or authority or interaction with minors and vulnerable adults. Personnel may include, but is not limited to, BC Archery staff, Board of Directors, Learning Facilitators, coaches and instructors
 - d) “Screening Officer” – a designated individual who will be responsible for receiving, reviewing and recording all CRCs and determining whether any CRC reveals a Relevant Offence.

Purpose

2. BC Archery is required to adhere to the Province of British Columbia’s Criminal Record Review Act.
3. BC Archery 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

4. The following individuals are subject to screening in accordance to this policy:
 - i. Individuals in permanent staff positions.
 - ii. Members of the BC Archery Board of Directors, including program Chairs and Coordinators.
 - iii. Volunteers and contractors responsible for the delivery of BC Archery programs, including but not limited to Learning Facilitators, Athlete support personnel, Coaches travelling with athletes, and/or Coaches who may be alone with athletes.

Screening Procedures

5. All BC Archery staff/volunteers will be required to ensure a current CRC is on file prior to commencing the position.
6. New Board members will submit a CRC within 30 days of being elected or appointed.
7. All Coach Developers, Learning Facilitators or other program contractors must submit a CRC prior to being approved to deliver workshops on behalf of BC Archery.
8. If a person already employed with or volunteering for BC Archery did not complete a CRC upon initial application, a CRC will be required upon request.
9. Failure to participate in the screening process will result in the individual’s ineligibility for the position sought.

10. CRCs can be requested, for free, through the Province's application process provided your identification is able to be verified *in-person* by the Screening Officer (Executive Director) or President. If in-person verification is not possible, fee-based checks can be performed through your local RCMP office or online with mybackcheck.com and provide/share results to BC Archery. If the program determines that fingerprinting is required, any associated costs will be the responsibility of the individual.
11. Individuals who are volunteering or employed with other organizations can share with BC Archery the results of previously completed criminal record checks that are dated within the last 12 months.
12. A Criminal Record Check must be renewed every three (3) years from the date of the last CRC, or upon request.
13. BC Archery may request that an individual provide a CRC for consideration at any time. Such request will be in writing and reasons will be provided for the request.

Relevant Offences

14. BC Archery will not knowingly place in a designated category a person who has a conviction for a relevant offence.
15. For the purposes of this policy, guidelines and examples of a relevant offence is any of the following:
 - i. If imposed in the last five (5) years:
 - Any offence involving the use of a motor vehicle, including but not limited to impaired driving.
 - Any offence involving conduct against public morals.
 - ii. If imposed in the last ten (10) years:
 - Any offence involving a minor or minors.
 - iii. If imposed at any time:
 - Any offence of physical or psychological violence
 - Any crime of violence including but not limited to all forms of assault.
 - Any violation or offence for trafficking and/or possession of drugs and/or narcotics.
 - Any offence involving the possession, distribution or sale of any child-related pornography.
 - Any sexual offence involving a minor or minors.
 - Any offence involving theft or fraud.
16. If a representative of BC Archery is charged or convicted of an offence, that person must report the charge or conviction to the Association with 24 hours. The Association must request that the charged or convicted person obtain a new CRC and determine if that person is suitable to continue carrying out their duties.
17. An individual's conviction of any Criminal Code offences may result in expulsion from the Association and/or termination from any designated positions, program, activity or event upon the sole discretion of the Association.

Screening Officer

18. The designated Screening Officer is the Executive Director.
 - i. The review of the Screening Officer's CRC will be performed by the President, and, in the case of a non-satisfactory review, will bring the matter to the Board of Directors (see Point 20).

19. The designated Screening Officer is responsible for reviewing all Criminal Record Checks which get flagged, making decisions regarding the appropriateness of the individuals filling positions within the Association and whether or not such individuals may assume the position.
20. A satisfactory CRC is either:
 - i. Confirmation from the police that no criminal records exist, or
 - ii. That any existing convictions are not relevant to the position, as determined by the Screening Officer (or, in the case of the Screening Officer, as determined by the Board).
21. Where the Screening Officer is of the opinion that, notwithstanding a conviction for a Relevant Offence, a person can occupy a position without adversely affecting the safety of others, the Screening Officer may approve a person's placement.

Records

22. Only the Executive Director (Screening Officer) and President will have direct access to the records. Program Leads and HR staff may ask these persons to verify if a satisfactory CRC is currently on file for an Individual.
23. All records 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 legal, quasi-legal, or disciplinary proceedings.