



Bowls Alberta

Volunteer Screening Policy



Purpose

The purpose of this policy is to ensure that all members of Bowls Alberta (BA) are aware of the requirement for volunteer individuals that work with or for BA through organized and endorsed activities and events and are specifically working with any vulnerable participants.

Policy Application

1. A Police Information Check (PIC) may be requested by BA at any time.
2. “Individuals” are defined as those who are, or may be, in close regular physical contact with vulnerable participants. Examples are coaches, chaperones, and drivers and may include parents of participants.
3. Vulnerable participants are defined as athletes under the age of 18 or special needs adults that are members of the BA association through their affiliated clubs.
4. All PIC’s are to be completed and submitted to BA before starting any position or assisting with programs for vulnerable participants.
5. Following the initial submission of a PIC, all individuals will sign a statement committing to reporting any offense or charges which occur after the initial PIC is completed, and during the time they continue to be associated with the BA.
6. A new PIC may be requested every five years.

Review and Notification

1. A committee consisting of the BA Executive Director, President, and one of the Vice Presidents, shall review all PIC’s and Volunteer applications.
2. The following offenses will preclude someone from becoming an approved BA volunteer:
 - a. Multiple convictions for a variety of offenses.
 - b. Major crime(s) conviction (i.e. crimes of violence or trafficking).
 - c. Convictions involving inappropriate behaviour with minors.
 - d. Theft or Fraud offenses.
 - e. Drug or Alcohol offenses.
3. The following offenses may restrict the duties or responsibility of a volunteer with BA:
 - a. Multiple Speeding offenses.
 - b. License suspension(s) for impaired driving or dangerous driving.
 - c. Drug or Alcohol offenses.

4. Should the committee review result in either the volunteer being unacceptable as a volunteer or the volunteer's duties or responsibilities being restricted, said volunteer shall be contacted as follows:
 - Immediately via telephone call
 - Followed up with a letter within 7 days of the decision, stating the reasons for said denial or restrictions.
 - The letter shall also include advice regarding the process for appealing said decision.

Appeal Procedure

1. An individual may appeal the denial or restrictions placed on them but must do so in writing to the Board of Directors of the BA, within 14 days of the receipt of notification by BA.
2. The appeal, if granted, will be reviewed by the BA Board of Directors, and an appeal hearing held within 30 days of the appeal acceptance.
3. Any decision made by the BA Board of Directors following the hearing shall be final and is not subject to further appeal. All parties involved will be advised in writing of the decision.