



Bowls Alberta



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, not involved with finances, and/or do not have unsupervised access to Vulnerable Participants. Examples:

- a) Parents, youth, or volunteers who are helping on a non-regular or informal basis,
- b) Volunteers that work on greens or grounds maintenance,
- c) Coaches / instructors who are typically under the supervision of another coach, and
- d) Officials including umpires and drawmasters at BA sanctioned Events.

Level 2 – Medium Risk – volunteers involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to Vulnerable Participants. Examples:

- a) Athlete support personnel / Coaches / Team managers, and
- b) Board Directors.

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

- a) Organization's Treasurer and Bar Director,
- b) Lead or Program coaches who have a supervisory role and direct other volunteers and coaches within a program for underage or Vulnerable Participants,
- c) Coaches and Team Managers who travel with minors or Vulnerable Participants, and
- d) Coaches who could be alone with athletes of any age.

Screening Committee

4. The implementation of this policy is the responsibility of a Screening Committee which is a

committee of either one (1) or three (3) volunteers appointed by the Safe Sport Officer (SSO) and approved by each Organization as needed. The Volunteer(s) appointed to a Screening Committee should possess the knowledge and abilities to accurately screen documents and render decisions under this Policy and be able to maintain records in Sideline Learning. The SSO may also fulfill the role on their own in place of a Screening Committee as approved by each Organization.

5. A Screening Committee or SSO is responsible for reviewing all documents submitted and based on the review, making decisions regarding the appropriateness of individuals filling positions within the Organization. In carrying out the duties, a Screening Committee or SSO may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.
6. Nothing in this Policy restricts or limits a Screening Committee or SSO from requesting:
 - a) 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
 - b) 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
 - c) Further information from the Applicant on more than one occasion, subject to the individual's right to insist that a decision be made on the basis of the information before it.
7. The Screening Committee or SSO may, where appropriate, draw an adverse inference from an Applicant's failure to provide information or answer queries.
8. When assessing an Applicant's screening application, the Screening Committee or SSO shall determine whether there is reason to believe that the individual may pose a risk to the Organization or to another Participant.
9. An Applicant who has been disciplined for a prior offence shall not prevent the Screening Committee or SSO from considering that offence as part of the Applicant's screening application.
10. If the Screening Committee or 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 Screening Committee or SSO shall approve the application, subject to the Screening Committee's or SSO's right to impose conditions.
11. 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.
12. 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

13. A Screening Requirements Matrix is provided as **Appendix A** of this policy.
14. It is the policy of the Organizations that when a Participant is first engaged by the Organization:
 - a) Level 1 volunteers 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.
 - iii. Level 1 volunteers who are coaches under the supervision of a lead Coach, or who are

umpires or drawmasters at a provincially sanctioned Event, will complete an Application & Screening Disclosure Form (**Appendix B** of this policy).

- b) Level 2 volunteers 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
 - iv. Provide a driver's abstract, if requested.
- 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

- 15. 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.
- 16. Notwithstanding the above point, the Organization 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

- 17. Unless the Screening Committee or 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,
- 18. The Screening Committee 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

- 19. The type and amount of orientation, training, and monitoring will be based on the volunteer's level

of risk, at the discretion of the Organization.

20. Orientation may include, but is not limited to: introductory presentations, facility tours, equipment demonstrations, parent meetings, meetings with supervisors or directors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.
21. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
22. At the conclusion of orientation and training, the 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 SSO along with any certificates and other proof of completed training (i.e. confirmation email from the Chair of the Bowling Program Committee or the Head Umpire). These items will be updated in each individual's Sideline Learning profile.
23. 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

24. 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 can obtain an E-PIC via [Home Page - Candidate Microsite - Canada \(sterlingbackcheck.ca\)](http://sterlingbackcheck.ca)
25. Participants that require a VSC must go through a local Police Services. Contact your SSO for further information and to obtain the necessary documentation from the Organization.
26. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.

Procedure

27. Screening documents, if required, must be submitted to the Screening Committee or SSO.
28. 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.
29. 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.
30. The Organizations recognize 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 Screening Committee or SSO will use their/his/her expertise and discretion when making decisions based on the screening documents that have been submitted.
31. Following the review of the screening documents, the Screening Committee or SSO 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.

32. In making its decision, the Screening Committee or SSO will consider the type of offense, date of offense, and relevance of the offense to the position sought.
33. The Screening Committee or SSO may decide that an individual has not passed screening if the screening documentation reveals any of the following:
 - 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

34. Excluding the incidents above which, if revealed, would cause the volunteer to not pass screening, the Screening Committee or 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 Screening Committee 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.

Records

35. All records 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.
36. 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.

Policy History Approved: April 2023 Next Review: April 2026
