

UNDERSTANDING THE SCREENING POLICY

When does this policy apply?

- The purpose of this policy is to establish screening procedures for Volleyball Canada and Volleyball BC. “Screening” refers to the process of evaluating individuals to determine their suitability for a specific role. This evaluation typically includes background checks and other relevant documents. We believe that screening is an essential part of creating a safe sports environment.
- This policy applies to all employees, contractors, volunteers, or individuals in positions of trust or authority with Volleyball BC, particularly those related to finances, supervision, or working with vulnerable individuals.

Who are the Screening Committee and what do they do?

- This policy is implemented by a Screening Committee of 1-3 people appointed by Volleyball BC.
- The committee will review all documents and make decisions on individuals' suitability for positions. They may consult with independent experts if necessary.
- The committee has the right to interview individuals, seek further information, and consider past offenses in their decision-making.

What are the screening requirements?

- When an individual first joins Volleyball BC, they must provide certain documents depending on their risk level. Not everyone involved with Volleyball BC needs to undergo a criminal record check. The organization will decide who needs screening based on these guidelines:

LEVEL OF RISK	SCREENING REQUIRED
<p>Low Risk: Individuals with minimal supervision responsibilities, no financial involvement, and no unsupervised access to vulnerable individuals (e.g., parents helping occasionally, or non-coach employees).</p>	<ul style="list-style-type: none"> • Application Form • Screening Disclosure Form • Participate in training.
<p>High Risk: Individuals with positions of trust or authority, financial responsibilities, or frequent unsupervised access to vulnerable individuals (e.g., coaches, referees, athlete support personnel).</p>	<ul style="list-style-type: none"> • Application Form • Screening Disclosure Form • Enhanced Police Information Check (E-PIC) - A criminal record check that also includes local police information, available through Sterling Backcheck • Vulnerable Sector Check - A thorough check that includes a search of the RCMP Information Centre, local police information, and the Pardoned Sex Offender database. • Driver’s abstract if requested • Participate in training.

- Individuals must obtain:
 - An Enhanced Police Information Check **every three years**
 - A Screening Disclosure Form **every year**
 - A Vulnerable Sector Check **once**

However, Volleyball BC may request a copy of these documents at any time.

- Volleyball BC may accept an individual's previous Enhanced Police Information Check (E-PIC) if completed within the last three years. If an E-PIC can't be produced, a new one will be required.
- Individuals under the age of 19 years are not required to obtain an Enhanced Police Information Check or Vulnerable Sector unless Volleyball BC suspects an adult conviction. In such cases, Volleyball BC will only request the individual's adult record and not their youth record.
- During the year, if anything changes, individuals must report any new charges or convictions immediately and provide updated information to Volleyball BC.
- Volleyball BC will decide on the necessary orientation, training, and monitoring based on the individual's risk level. This could include facility tours, training sessions, courses, and ongoing monitoring.

What happens if I refuse to participate in screening?

- If an individual fails to provide required documents or participate in screening, they will not be able to volunteer or apply for a position with Volleyball BC

What happens if I fail screening?

- The Screening Committee will review the screening documents and decide whether the individual can participate in their desired role or if more information is needed.
- If certain offenses are revealed in the screening, the individual may be disqualified from participating if it occurred:
 - **Within the last three years** – a conviction for an offence using a car, including driving under the influence.
 - **Within the last ten years** – a conviction involving theft or fraud or possession of illegal drugs.
 - **At any time** – a conviction involving:
 - physical or psychological violence
 - crime of violence including but not limited to, all forms of assault
 - trafficking of illegal drugs and/or performance enhancing drugs
 - possession, distribution, or sale of any child-related pornography
 - sexual misconduct
 - any criminal offense involving a youth under the age of 19 years old.
- The Screening Committee may allow an individual to participate with certain conditions and will monitor their compliance.
- Individuals whose applications are denied cannot reapply for at least one year.
- All screening records will be kept confidential and only shared as required by law or for disciplinary reasons.

Note: *This document is designed to explain Volleyball BC's [Screening Policy](#) and process. There may be details in the Policy that are not contained in this document. In the event of any difference between the two documents, the content of the Screening Policy takes priority.*