

UNDERSTANDING THE SCREENING POLICY

What is “screening”?

Screening is the process used to decide whether someone is suitable for a specific role. Screening may include:

- An application form
- A screening disclosure form
- Criminal record or police checks (when required)
- Orientation, training, and ongoing monitoring

Screening is a key part of creating a safe, respectful, and trustworthy sport environment. Screening is not a one-time step — it continues over time.

Who does this policy apply to?

This policy applies to people who are employed by, volunteer with, or act on behalf of Volleyball BC, especially those in positions of trust or authority. This can include:

- Staff, volunteers, and contractors
- Coaches and assistant coaches
- Referees
- Board and committee members
- Parents or guardians when acting in formal team, club, or organizational roles

Screening is most important for people who:

- Work with or supervise vulnerable individuals
- Handle money or finances
- Travel with athletes
- Can be alone with athletes or vulnerable individuals

Not everyone involved with Volleyball BC needs the same type or level of screening.

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 Screening Committee:

- Reviews all submitted screening documents
- May request additional information or documents
- May interview an individual
- May consult independent experts (such as legal or risk-management professionals)
- Decides whether a person is suitable for a role

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.

Do youth under 19 years need police checks?

- Individuals under 19 years of age are not required to provide an E-PIC or VSC.
- If Volleyball BC believes a youth may have an adult conviction, limited adult-record information may be requested.
- Youth records are never requested or reviewed.

What if I am new to Canada?

If you cannot obtain Canadian police or screening documents:

- Volleyball BC may accept screening documents from another country where you have lived within the last three years.

What happens if something changes after I am screened?

After screening, you must:

- Report any new criminal charges or convictions immediately
- Report any change that would affect what you disclosed on your Screening Disclosure Form

Providing false, incomplete, or misleading information may result in:

- Immediate removal from your role
- Further action under Volleyball BC policies

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 my screening raises concerns?

After reviewing screening information, the Screening Committee may decide that:

- You pass screening and may participate
- You pass screening with conditions
- More information is required
- You do not pass screening

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.

What if my screening is delayed?

If screening results are delayed:

- Volleyball BC may (but is not required to) allow temporary participation
- This permission can be withdrawn at any time, for any

Is my information kept confidential

Yes. Screening records are kept **confidential**. Information is only shared when required by law or for disciplinary or legal processes

Equity, inclusion, and accessibility

Volleyball BC values diversity and inclusion. Reasonable accommodations may be provided during:

- Screening
- Orientation
- Training

- Monitoring

Individuals can contact their manager or the Head of Operations for support.

Who can I contact if I have questions?

If you have questions or need help with screening:

- Email: members@volleyballbc.org
- Phone: 604-291-2007

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.*