



AKBA SCREENING POLICY

This policy is in line with Baseball Ontario’s Volunteer Screening Policy.

RISK LEVELS

Only the positions identified in the following chart will be required to complete a screening process.

LEVEL 1 (low risk)	LEVEL 2 (medium risk)	LEVEL 3 (high risk)
<ul style="list-style-type: none"> • House league Assistant Coaches • Umpires (18+ years old) 	<ul style="list-style-type: none"> • Signing officers on Rep & Select team bank accounts • Directors of the AKBA • House League Head Coaches 	<ul style="list-style-type: none"> • Rep & Select Coaches (Head & Assistant Coaches) • Signing officers of the AKBA Board • Umpire-in-Chief

REGISTRATION REQUIREMENTS

Each year, prior to taking on responsibilities in one or more positions listed above, individuals must be registered with the AKBA.

SCREENING REQUIREMENTS

The following screening document(s) will be required in respect of each risk level identified in the above chart.

LEVEL	YEAR 1...	YEAR 2, 5, 8...	YEAR 3, 6, 9...	YEAR 4, 7, 10...
Level 1 (low risk)	SDF	SRF	SRF	SDF
Level 2 (medium risk)	SDF and CRC or EPIC	SRF	SRF	SDF and CRC or EPIC
Level 3 (high risk)	SDF and VSC	SRF	SRF	SDF and VSC

SDF = Screening Disclosure Form

SRF = Screening Renewal Form

VSC = Volunteer Sector Check

CRC = Criminal Records Check

EPIC = Enhanced Police Information Check

CONSIDERING THE RESULTS OF SCREENING DOCUMENTS

For the purposes of this policy, SDFs, SRFs, VSCs, CRCs and EPICs are hereinafter collectively referred to as an individual's "**Screening Documents**".

The results of an individual's Screening Documents may affect or impact upon decisions made by the Board, up to and including the possible discontinuation of an existing volunteer's participation in the AKBA. With respect to prospective volunteers, such results may prompt the Board to stop considering an application for volunteer participation.

In considering the results of a Screening Document, the overriding concern will be the Board's determination of whether, based on the results, the individual poses an unacceptable risk to the safety or security of the AKBA's participants. Accordingly, the AKBA will not utilize as a volunteer, any person who has been convicted of certain offences, including but not limited to:

1. any *Criminal Code* offence committed against a child under 16 years of age;
2. any sexual offence under the *Criminal Code*, including any offence under the *Criminal Code* involving sexual conduct and minors;
3. any offence involving or related to trafficking in, or importing for the purpose of trafficking, a narcotic under the *Narcotic Control Act* or a controlled or restricted drug under the *Food and Drug Act*; and

any offence that, in the opinion of the Board, indicates that a participant may be at risk of harm or injury.

Depending upon the circumstances, the existence of a conviction(s) for other offence(s) may have the same result. The Board will also consider whether, in its estimation, a prospective or current volunteer can act as the necessary role model for the AKBA's participants in the face of his or her past *Criminal Code* conviction(s).

However, subject to the above, the mere existence of a conviction for another offence on an individual's Screening Document will not necessarily result in the determination that the individual in question cannot be a volunteer for the AKBA. Each situation will be evaluated on its individual merits, and the Board will consider all relevant factors, including but not limited to the following:

- The full circumstances of the offence(s), including disposition, penalty, and impact on any victims;
- The number of offence(s);
- The breadth of the individual's criminal record;
- The age at which the offence(s) was committed;
- Whether any pattern of behaviour is revealed by the offence record (and the length of time between convictions);
- The seriousness of his or her convictions;
- Whether the offence(s) involved children, sexual activity, violence, and/or acts of dishonesty;
- The length of time since the last conviction;
- Any rehabilitative efforts taken, including treatment, counselling, or other services received;
- The likelihood the offence(s) will be repeated;
- Any other indicia that the presence of the volunteer in a youth sports setting could pose a risk of safety or harm to the well-being of the AKBA's participants and/or their parents; and

- Any other information that may be relevant to the particular circumstances of the offence(s) and the information shared by the volunteer, either directly or indirectly.

All decisions made based upon the results of an individual's Screening Documents shall be made by the AKBA's Screening Committee, which shall be comprised of the President, the AKBA's Screening Compliance Officer (see below), and one other Board member to be determined by the Board in its sole and unfettered discretion.

SAFE SPORT TRAINING REQUIREMENTS

All Level 1, 2 and 3 individuals must complete the NCCP on-line Safe Sport Module prior to volunteering in their first year.

The Board may, in its sole discretion, require individuals to participate in additional safe sport training.

COMPLIANCE OFFICER

A member of the Board, or an individual appointed by the Board at its sole discretion, shall be responsible for ensuring the implementation of and compliance with this policy.