



## Screening Policy

### PURPOSE

The AKBA is committed to providing a safe and positive environment for all participants. This Screening Policy is designed to mitigate risk and aligns with Baseball Ontario's Volunteer Screening Policy.

### RISK LEVELS

Only individuals in the following roles are required to undergo screening:

#### Level 1 – Low Risk

- Volunteers not listed under Level 2 or Level 3, as determined by the Board

#### Level 2 – Medium Risk

- Signing officers on Rep & Select team bank accounts
- Directors of the AKBA

#### Level 3 – High Risk

- HP/Rep/Select Coaches (Head & Assistant)
- HP/Rep/Select Trainers
- House League Head Coaches
- House League Assistant Coaches (one per team)
- Signing officers of the AKBA Board
- Umpire-in-Chief
- Umpires (18+ years old)

### REGISTRATION REQUIREMENTS

All individuals must be registered with the AKBA annually **prior to assuming any role** identified above.

### SCREENING REQUIREMENTS

Screening documents are required on a rotational basis as follows:

Level	Year 1	Years 2, 5, 8	Years 3, 6, 9	Years 4, 7, 10
Level 1	SDF	SDF + SRF	SRF	—
Level 2	SDF	SDF + CRJMC or EPIC	SRF	SRF + CRJMC or EPIC
Level 3	SDF + VSC	SRF	SRF	SDF + VSC

#### Definitions

- **SDF** – Screening Disclosure Form
- **SRF** – Screening Renewal Form

- **VSC** – Vulnerable Sector Check
- **CRJMC** – Criminal Record & Judicial Matters Check
- **EPIC** – Enhanced Police Information Check

All documents are collectively referred to as “**Screening Documents.**”

## ASSESSMENT OF SCREENING DOCUMENTS

The overriding consideration is whether an individual poses **an unacceptable risk** to the safety and well-being of participants.

### Automatic Disqualification (Non-Exhaustive)

The AKBA will not permit participation where an individual has been convicted of:

1. Any Criminal Code offence against a child under 16
2. Any sexual offence involving minors
3. Drug trafficking or related offences
4. Any offence that, in the Board’s opinion, presents a risk to participants

### Discretionary Assessment Factors

Each case will be evaluated individually, considering:

- Nature and circumstances of the offence
- Number and pattern of offences
- Age at time of offence
- Time elapsed since last conviction
- Involvement of violence, children, or dishonesty
- Evidence of rehabilitation
- Likelihood of reoffending
- Impact on victims
- Any additional relevant information

The AKBA also considers whether the individual can act as an appropriate **role model**.

## SCREENING DECISIONS

Following review, the Screening Committee may determine:

- a) Approved – full participation permitted
- b) Approved with Conditions – restrictions may apply
- c) Not Approved – participation denied
- d) Additional Information Required

All decisions are made by the Board **in its sole and unfettered discretion**.

## SAFE SPORT TRAINING

All Level 1, 2, and 3 individuals must complete the **NCCP Safe Sport Module** prior to their first year of participation.

## COMPLIANCE OFFICER

The Board shall appoint a **Compliance Officer** responsible for:

- Administering this policy

- Maintaining records
- Ensuring compliance

## CONFIDENTIALITY

All Screening Documents and related decisions will be:

- Kept **strictly confidential**
- Stored securely
- Accessed only by authorized individuals

Information will only be disclosed where required by law or for safety purposes.

## POLICY REVIEW

This policy shall be reviewed periodically and updated as required to align with:

- Legislative requirements
- Safe Sport best practices
- Baseball Ontario standards

**Last updated April 2026**