

Section V10	VIASPORT: Volunteer and Employee Screening Policy	
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PURPOSE

Screening is important in sport organizations which are primarily volunteer driven and which offer many programs for young people. Sport organizations have a legal responsibility to protect children and youth from foreseeable harm and may be held responsible for failing to take reasonable measures in the area of screening staff and volunteers who will be working directly with children and youth. As an organization that receives operating funding from the government, BC Sailing Association is subject to the Criminal Record Review Act. Accordingly, all employees, independent contractors, and volunteers who work for the BC Sailing Association and whose normal work involves working with children are obligated to undergo a criminal record check.

DEFINITIONS

Criminal Record Review Act references BC legislation [RSBC 1996] CHAPTER 86 whose purpose is to help prevent the physical and sexual abuse of children, and the physical, sexual and financial abuse of vulnerable adults by requiring individuals to whom this Act applies to undergo criminal record checks.

Screening describes the process to ensure that any employees or volunteers involved with the BC Sailing Association do not pose a risk to children or youth.

High-risk situations are those involving interactions between a volunteer and a minor, where such interactions may be, at times, one-on-one; in settings which may be private; and where there is little regular supervision of the activity by persons in positions of authority.

POLICY

This policy applies to the BC Sailing Association and to any organization or entity, which has the responsibility for managing an event under the auspices of BC Sailing Association.

All employees and independent contractors who work for BC Sailing Association and whose normal work involves working with children shall authorize a criminal record check.

BC Sailing Association shall have the authority to:

- Refuse to hire a candidate for employment or for a contract who has a conviction for a relevant offence ;
- Reassign any employee or independent contractor who receives a conviction for a relevant offence ;
- Dismiss any employee, independent contractor or volunteer who receives a conviction for a relevant offence.

BC Sailing Association endorses the concept of screening volunteers in situations where the age of participants, the setting, the nature of the activity and the degree of supervision are such as to potentially give rise to a risk of harm. As a result, screening shall occur for all volunteer positions relating to BC Sailing Association programs and events (whether organized by BC Sailing Association directly or by another organization or entity on behalf of BC Sailing Association) that can be categorized as "high risk." BC Sailing Association shall have the authority to:

- Ask any volunteer, or potential volunteer, to authorize BC Sailing Association to undertake a criminal record check;
- Refuse to appoint any volunteer who has a conviction for a relevant offence or refuses to undertake a criminal record check;
- Reassign the duties and responsibilities of any volunteer as a result of criminal record check;
- Dismiss any volunteer who receives a conviction for a relevant offence.

The responsibility for assessing high-risk situations, which require screening procedures, rests with the organizers of the event (where an organization is managing the event on behalf of the BC Sailing Association) or with the Executive Director (where the BC Sailing Association is organizing the event directly).

PROCEDURE

For employees and independent contractors of BC Sailing Association requiring a criminal record check, the screening process will be completed before performing any duties for the organization that require the screening process (i.e. contact with children or youth). For guidelines on how to apply, go to [BC Government website](#) Justice Department.

For the appointment of volunteers to positions deemed to represent, or potentially to represent a high risk, the following screening activities, at a minimum, will occur:

- The volunteer shall have a written job description that will set out clear guidelines about appropriate behaviour.
- The volunteer shall be provided with a copy of the BC Sailing Association's Code of Conduct.
- The recruitment process for the volunteer shall involve:
 - Requiring the candidate to complete an application form for the position;
 - Interviewing the candidate for the position;
 - Checking a minimum of two employment or volunteer references for each candidate being selected, one of which shall be specific to working with children or youth.
- The volunteer shall be given an initial orientation session which shall explain performance expectations and shall be provided with the training necessary for satisfactory performance in the position.
- For the duration of the volunteer's appointment, there shall be a designated person in a position of authority with BC Sailing Association who shall regularly monitor the



volunteer's work, provide feedback where appropriate and report any concerns to the leadership of BC Sailing Association.

BC Sailing Association shall keep the results of criminal record checks confidential and shall not disclose these results to the public unless such disclosure is required by law or deemed by the Board of Directors, pending legal advice, to be in the best interests of the public.