



BC Athletics Risk Management Policy

BC Athletics through a process of review and development by Diana Hollefreund and the BC Athletics Board of Directors prepared a series of Draft Policies and documents that were presented to the membership at the Annual General Meetings of 2009, 2010 and 2011. The policy was adopted at the 2010 AGM.

Under the [Criminal Records Review Act](#), organizations that are licensed or receiving funds from the provincial government must have staff who work with children undergo a criminal record check. Fees for criminal records checks for people covered under this Act will be absorbed by the Ministry of Public Safety and Solicitor General. While the Act does not currently include volunteers who work with children, many organizations will have criminal record checks performed on such volunteers, such as coaches, officials and chaperones. **Note:** BC Athletics requires a Criminal Records check for the following:

- BC Athletics Staff
- Regional Athletics Coaches
- BC Athletics Contract Employees
- BC Athletics Board of Directors
- All Coaches registering with BC Athletics – Club and *Unattached
- Club Board of Directors, Executive, Club Managers/Staff
- BC Athletics Registered Officials
- BC Athletics Team Staff - Coaches, Managers/Chaperones
- BC Summer Games Zone Team Staff – Coaches and Managers/Chaperones

It is the responsibility of BC Athletics Member Clubs to ensure that all Criminal Records Checks for all coaches are in place (valid for 4 years) at the time of registering their club for the current year. Clubs must retain the Criminal Records Check for all Club Coaches.

* Unattached Coaches must submit their CRC or the Voluntary Declaration Form (VDF) to BC Athletics at the time of applying for membership. Send it to the Manager of Registration and Membership Services, BC Athletics.

Criminal record checks are done by local police and people undergoing criminal record checks must provide written permission.

Criminal record checks are an important safeguard – but it's not the only one as information from criminal records checks only provides information about convictions and not about charges laid or being suspected of criminal acts.

Other screening measures include developing good policies and procedures for recruiting, selecting and supervising volunteers. Some volunteers, like coaches, have

more access to children than others (e.g. route marshals, board members) and as such, more stringent screening and supervision procedures should be applied. For more information about screening, see SportSafe's [volunteer screening model](#) [PDF, 263KB] on this website.

While criminal record checks and screening are not foolproof, they are a good deterrent to those who fear a background check.

The ten steps listed below follow the Volunteer Canada suggestions for organizations such as ours which include both a paid staff component and a volunteer component. Further input has been received from our association's lawyers.

The steps to a BC Athletics Risk Management Policy [screening policy] will include:

- Determine the risk involved with each position.
- Write a clear position description.
- Establish a formal recruitment process.
- Use an application form.
- Conduct interviews.
- Follow up on references.
- Request a Criminal Records Check or complete a Voluntary Declaration Form.
- Conduct orientation and training sessions.
- Supervise and evaluate each candidate.
- Follow up with the participants.

Each of the ten steps listed above can be adapted to suit the provincial organization, member clubs and individual coaches, volunteers and officials.

Each member club is responsible for adaption and implementation of its own Risk Management Policy. It is recommended each individual club or organization develops and implements a Risk Management Policy for their young athletes and vulnerable adults. CRC's for coaches and volunteers will be part of their screening policy.

The intent of a screening process for BC Athletics is to increase awareness and decrease the risks to our athletes. There are many steps to a successful screening policy of which the Criminal Records Check [CRC] or Police Records Check [PRC] is only one part.

Screening of club volunteers is the responsibility of individual clubs. Criminal Records Checks for Club Coach, Official and Associate Members (Club and BC Athletics) is the responsibility of each individual club.

Individual Club Registrars will hold the CRC's for all coaches and officials and will indicate to BCA staff that these are in place. CRC for team coaches need to be copied to BC Athletics as required.

It is recommended that Voluntary Declaration Forms be completed by individual club directors and club managers as required.

BC Athletics cannot assume responsibility for screening a club's personnel as this would decrease the chances that the club would do an effective job and would subject the association to liability if the job were not done correctly.

Criminal Records Check

The BC Government does not permit charges for Criminal Records Checks for volunteers. If an official incurs a fee, this fee will be reimbursed by BC Athletics. [Oct. 2010]

Any BC Athletics Member who is required to have a current Criminal Records Check as part of their permanent employment may be granted an exemption from getting another CRC. Jobs permitted for exemptions include teachers, police officers, fire personnel, first responders, nurses and similar occupations which deal with youth and vulnerable adults. A Voluntary Declaration Form must be completed indicating which organization holds the current CRC.

A Criminal Records Check must be in place at the time the member signs up for their BC Athletics Individual membership.

Criminal Records checks must be current within the past 4 years.

A Voluntary Declaration Form is available on the BC Athletics website under the "Membership and Clubs" link

Who is required to have a Criminal Records check?

2011 Membership Year:

BC Athletics staff members:

- All current staff members must complete Criminal Records Checks.

BC Athletics Coach Members:

- All coaches registering with BCA must have a current CRC in place in order to register as a coach.
- Clubs are responsible to ensure that ALL coaching CRC's are in place when registering their clubs for the current year.
- All BCA Coaches will review a Code of Conduct which will include policy on working with vulnerable athletes.

BC Athletics Officials Members:

- All registered BCA Officials will complete a Criminal Records Check unless an exemption is permitted. Please see note below for exemptions. A Voluntary Declaration Form must be provided for any official who is granted an exemption.
- All registered BCA Officials must complete a CRC.
- All BCA Officials will review a Code of Conduct which will include policy on working with vulnerable athletes.

Requirements coming in the 2012 Membership Year:

BC Team Coaches, Managers/Chaperones

- BC Team Coaches, Managers/Chaperones must complete a CRC.
- BC Team Coaches, Managers/Chaperones will review a Code of Conduct which will include policy on working with vulnerable athletes.

BC Summer Games Zone Team Staff

- All BC Team Coaches including the Head Coach for each BC Summer Games Zone Team must complete a CRC
- Managers and Chaperones for the BC Summer Games Zone Teams will sign a Voluntary Declaration Form in order to participate.
- All Head Coaches, Managers and Chaperones for BC Summer Games Zone Teams will review a Code of Conduct which will include new policy on working with and supervising vulnerable athletes.

Club Resources:

- Legacies Now has produced guidelines for Risk Management Practices for community clubs. <http://www.2010legaciesnow.com/club-standards/>
- Voluntary Declaration Forms: [add link to form](#)
- BC Athletics Codes of Conduct: <http://www.bcathletics.org/main/codesofconduct.htm>
- Province of BC – Ministry of Public Safety and Solicitor General <http://www.pssg.gov.bc.ca/criminal-records-review/>