

**BC ATHLETICS ANNUAL GENERAL MEETING  
DECEMBER 2009  
PROPOSED RISK MANAGEMENT POLICY**

Due to the amount of work this past year I have not completed work on the revised Risk Management Policy for BC Athletics. Work will continue in the spring of 2010 in order to have the completed policy ready for implementation in the 2011 registration year [beginning October 1, 2010].

Criminal Record Checks are already required for all BC Team Coaches, staff members and directors of BC Athletics. This process is ongoing.

Beginning October 1, 2010 all club and independent coaches must have a current Criminal Record Check in place in order to hold Coaching Membership in BC Athletics.

Beginning October 1, 2010 all officials of BC Athletics must be screened in order to assess the potential for risk to our vulnerable athletes and young athletes.

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 Record Check [CRC] or Police Records Check [PRC] is only one part.

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:

- 1. Determine the risk involved with each position.**
- 2. Write a clear position description.**
- 3. Establish a formal recruitment process.**
- 4. Use an application form.**
- 5. Conduct interviews.**
- 6. Follow up on references.**
- 7. Request a Criminal Record Check or complete an Offense Declaration Form.**
- 8. Conduct orientation and training sessions.**
- 9. Supervise and evaluate each candidate.**
- 10. Follow up interview with 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. 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.

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Chair Human Resources Committee of BC Athletics