BC Athletics Screening and Safe Sport Education Policy

BC Athletics 2024

Definitions

1. The following terms have these meanings in this policy:

   a) "*Criminal Record Check*" - as required by the Criminal Records Review Act

   b) "*Safe Sport Training*" - A course written and designed by the Coaches Association of Canada to educate sport leaders in Safe Sport best practices.

   c) "*BC Athletics member*" - individuals who are stakeholders of BC Athletics through annual membership in various roles throughout the organization and member organizations.

   d) "*Participants*" - "*Participants*" - Individuals employed by, or engaged in activities with, BC Athletics including, but not limited to, athletes, coaches, officials, volunteers, managers, administrators, committee members, parents and guardians and spectators at events, Directors and Officers of BC Athletics, and clubs that are members of BC Athletics.

Purpose

BC Athletics Board of Directors and staff are committed to supporting an environment in which all Participants involved with BC Athletics are treated with respect and fairness. BC Athletics will use the following as risk management tools to support upholding the BC Athletics Code of Ethics and Conduct Policy and to ensure a safe sport environment for all stakeholders and participants.

a) Criminal records check with a vulnerable sector check

b) Coaches Association of Canada Safe Sport Training

c) Commit to Kids Training (Staff and Board of Directors only)

Scope of Screening and Education

The following stakeholders and members must obtain a criminal record check and complete CAC Safe Sport Training and Commit to Kids Training. Once these requirements are completed, a BC Athletics Technical membership will be issued. Technical memberships include:

a) Members of the BC Athletics Board of Directors (Commit to Kids required)

b) BC Athletics Advisory Councils, Committees and Working Groups

c) Staff (Commit to Kids required)

d) Coaches

e) Officials

f) Associates/ Club Executives / Leaders

g) BC Team Staff

h) BC Summer Games Zone Team Staff

Criminal Record Checks are required for members in the year that they turn 19 years old. The Safe Sport Training course

must be completed by members aged 14+.

Process for obtaining and storing Criminal Records Check

BC Athletics Operation Manager (staff) will manage the criminal record check process for all BC Athletics members, where BC Athletics will be responsible for the privacy and secure storage of all information related to member Criminal Record Checks.

Prospective or current Members can obtain a Criminal Record Check with Vulnerable Sector through the following steps:

a) Complete online form requesting a Criminal Record Check for their role with BC Athletics

b) Once the online form has been submitted, instructions will be emailed to the prospective member about how to obtain a Criminal Record Check through the Government of BC online request.

c) This will include an access code for a no cost Criminal Record Check for volunteers.

d) Once BC Athletics receives the results of the Criminal Record Check, BC Athletics staff will notify the member and update the membership database.

e) Members are required to obtain an updated Criminal Record Check every **3** years.

f) Members will receive a reminder to request a new criminal record check 90 days prior to expiration.

Process for completing the CAC Safe Sport Training

Prospective and current BC Athletics members who are required to complete CAC Safe Sport Training should follow the steps below to complete this training.

a) Login or sign up to the NCCP Locker to complete the CAC Safe Sport Training. An NCCP number is required to take the course.

b) Safe Sport training can be found under the Multi Sport heading

c) Once completed, the member should email the BC Athletics Operations Manager to confirm completion. Staff will update the BC Athletics membership database.

d) Members are required to complete CAC Safe Sport Training every **4** years.

Approved by the BC Athletics Board of Directors May 20, 2024