

BASKETBALL BC SCREENING POLICY

1. DEFINITIONS

1.1 The following terms have these meanings in this Policy:

- a. “*Criminal Record Check (CRC)*” – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
- b. “*Local Police Information (LPI)*” – additional conviction and selected non-conviction information in national and local police data sources which may be relevant to the position sought
- c. “*Vulnerable Sector Check (VSC)*” – a detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, local police information, and the Pardoned Sex Offender database
- d. “*Vulnerable Participants*” – A person under the age of 18 years old and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority

2. PREAMBLE

2.1 Basketball BC understands that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the community.

3. APPLICATION OF THIS POLICY

3.1 This Policy applies to all individuals whose position with Basketball BC is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Participants.

3.2 Not all individuals associated with Basketball BC will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to Basketball BC or to its participants. Basketball BC will determine which individuals will be subject to screening using the following guidelines:

Level 1 – Low Risk - Participants involved in low risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Participants. Examples:

- a. Parents, youth, or volunteers who are helping out on a non-regular or informal basis

Level 2 – Medium Risk – Participants involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to Vulnerable Participants. Examples:

- a. Athlete support personnel
- b. Non-coach employees or managers
- c. Directors
- d. Officials
- e. Coaches who are typically under the supervision of another coach

Level 3 – High Risk – Participants involved in high-risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with finances, and who have frequent or unsupervised access to Vulnerable Participants. Examples:

- a. Head coaches
- b. Coaches who travel with athletes
- c. Coaches who could be alone with athletes

RESPONSIBILITY FOR IMPLEMENTING SCREENING

- 3.3 The implementation of this policy is the responsibility of the Executive Director to accurately assess screening documents and render decisions under this Policy.
- 3.4 The Executive Director is responsible for reviewing all documents submitted and based on the review, making decisions regarding the appropriateness of individuals filling positions within Basketball BC. In carrying out its duties, the Executive Director may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.
- 3.5 Nothing in this Policy restricts or limits the Executive Director from requesting that the individual attend an interview with the Executive Director if the Executive Director considers that an interview is appropriate and necessary to screen the individual's application.
- 3.6 Nothing in this Policy restricts or limits the Executive Director from requesting the individual's authorization to contact any professional, sporting or other organization in order to assess the individual's suitability for the position that they are seeking.

- 3.7 Nothing in this Policy restricts or limits the Executive Director from requesting further information from the individual on more than one occasion, subject to the individual's right to insist that the Executive Director decides on the basis of the information before them.
- 3.8 The Executive Director may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.
- 3.9 When assessing an individual's screening application, the Executive Director shall determine whether there is reason to believe that the individual may pose a risk to Basketball BC, or to another individual.
- 3.10 An individual having been previously penalized for a prior offence shall not prevent the Executive Director from considering that offence as part of the individual's screening application.
- 3.11 If the Executive Director determines on the basis of the individual's screening application, in addition to any further material received by them, that the individual does not pose a risk to the members of Basketball BC, the Executive Director shall approve the individual's application, subject to the Executive Director's right to impose conditions.
- 3.12 In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall be provided to the applicant and to the President of Basketball BC which may disseminate the decision as they see fit in order to best fulfil the mandate of Basketball BC.
- 3.13 A Participant whose screening application has been denied or revoked may not re-apply to participate in the programs or activities of Basketball BC for one (1) year from the date the rejected application was made.

4. SCREENING REQUIRMENTS

- 4.1 It is Basketball BC's policy that when an individual is first engaged by Basketball BC:
- a. Level 1 individuals will:
 - i. Complete a Screening Disclosure Form (**Appendix A**)
 - ii. Participate in training, orientation, and monitoring as determined by Basketball BC

 - b. Level 2 and Level 3 individuals will:
 - i. Complete a Screening Disclosure Form
 - ii. Complete a Criminal Record Check
 - iii. Participate in training, orientation, and monitoring as determined by Basketball BC

iv. Provide a driver's abstract, if requested

4.2 If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to Basketball BC. Additionally, the individual will inform Basketball BC of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.

4.3 If Basketball BC learns that an individual has provided false, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with Basketball BC's [Discipline and Complaints Policy](#).

5. MINORS

5.1 Basketball BC defines a minor as someone who is younger than 18 years old. When screening young people, Basketball BC will:

a. require the minor to submit up to two (2) letters of reference.

5.2 Notwithstanding the above, Basketball BC may ask the minor to obtain a CRC or Enhanced Police Information Check (E-PIC) if Basketball BC suspects the young person has an adult conviction and therefore has a *criminal record*. In these circumstances, Basketball BC will be clear in its request that it is not asking for the minor's *youth record*. Basketball BC understands that it may not request to see a minor's youth record.

6. RENEWAL

6.1 Unless the Executive Director determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit an E-PIC, Screening Disclosure Form, VSC, or Screening Renewal Form, are required to submit the documents as follows:

- a. A Criminal Record Check every 5 years
- b. A Screening Disclosure Form every three years
- c. A Vulnerable Sector Check as requested

6.2 At any time, including after either the submission of an individual's application or its approval (with or without conditions), the Executive Director may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of Basketball BC, could affect the

assessment of the individual's suitability for participation in the programs or activities of Basketball BC or the individual's interactions with other individuals involved with Basketball BC .

7. ORENTATON, TRAINING, & MONITORING

7.1 The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at Basketball BC's discretion.

7.2 Orientation may include, but is not limited to: introductory presentations, facility tours, equipment demonstrations, parent/athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.

7.3 Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback. Courses may include:

- a. Respect in Sport for Activity Leaders
- b. CAC Safe Sport Training
- c. Commit to Kids

7.4 At the conclusion of orientation and training, the individual will be required to acknowledge, in written form (**Appendix D**), that they have received and completed the orientation and training.

7.5 Monitoring may include but is not limited to: written or oral reports, observations, tracking, and site visits.

8. PROCEDURE

8.1 Screening documents must be submitted to the Executive Director.

8.2 An individual who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.

8.3 Basketball BC understands that there may be delays in receiving the results of an E-PIC or a CRC. At its discretion, Basketball BC may permit the individual to participate in the role during the delay. Basketball BC may withdraw this permission at any time and for any reason.

8.4 Basketball BC recognizes that different information will be available depending on the type of screening document that the individual has submitted. For example, an E-PIC may show details of a specific offense, or not, and/or a CRC may be returned with specific information or simply a notification indicating ‘cleared’ or ‘not cleared’. The Executive Director will use their expertise and discretion when making decisions based on the screening documents that have been submitted and may request further screening documents if deemed necessary.

8.5 Following the review of the screening documents, the Executive Director will decide:

- a. The individual has passed screening and may participate in the desired position.
- b. The individual has passed screening and may participate in the desired position with conditions.
- c. The individual has not passed screening and may not participate in the desired position; or
- d. More information is required from the individual.

8.6 In making its decision, the Executive Director will consider the type of offense, date of offense, and relevance of the offense to the position sought.

8.7 The Executive Director may decide that an individual has not passed screening if the screening documentation reveals any of the following:

- a. If imposed in the last ten years:
 - i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving
 - ii. Any offense involving conduct against public morals
 - iii. Any offense involving theft or fraud
- b. If imposed at any time:
 - i. Any offense involving a Minor or Minors
 - ii. Any offense of assault, physical or psychological violence
 - iii. Any offense involving trafficking or possession of illegal drugs
 - iv. Any offense involving the possession, distribution, or sale of any child-related pornography
 - v. Any sexual offense

9. CONDITIONS & MONITORING

9.1 Excluding the incidents above which, if revealed, would cause the individual to not pass screening, the Executive Director may determine that incidents revealed on an individual's screening documents may allow the individual to pass the screening process and participate in a desired position with *conditions* imposed. The Executive Director may apply and remove conditions at its discretion and will determine the means by which adherence to conditions may be monitored.

10. RECORDS

10.1 All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal, or disciplinary proceedings.

10.2 The records kept, which will be stored in a secure area, by Basketball BC as part of the screening process include but are not limited to:

- a. Criminal Record Check
- b. An individual's Screening Disclosure Form (for a period of three years)
- c. An individual's Screening Renewal Form (for a period of one year)
- d. Records of any conditions attached to an individual's registration by the Executive Director
- e. Records of any discipline applied to any individual by Basketball BC or by another sport organization

This Policy was reviewed and approved by the Basketball BC Board of Directors on March 31, 2026.



Appendix A – Screening Disclosure Form

NAME:

_____ (First Middle Last)

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:**
_____ Month/Day/Year

CLUB (if applicable): _____ **EMAIL:** _____

Note: Failure to disclose truthful information below may be considered an intentional omission and the loss of volunteer responsibilities or other privileges

1. Do you have a criminal record? If so, please complete the following information for each conviction. Attach additional pages as necessary.

Name or Type of Offense: _____
Name and Jurisdiction of Court/Tribunal: _____
Year Convicted: _____
Penalty or Punishment Imposed: _____ Further
Explanation: _____

2. Have you ever been disciplined or sanctioned by a sport governing body or by an independent body (e.g., private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position? If so, please complete the following information for each disciplinary action or sanction. Attach additional pages as necessary.

Name of disciplining or sanctioning body:

Date of discipline, sanction or dismissal:



Reasons for discipline, sanction or dismissal:

Penalty or Punishment Imposed:

Further Explanation:

3. Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? If so, please complete the following information for each pending charge or sanction. Attach additional pages as necessary.

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Name of disciplining or sanctioning body:

_____ Further Explanation:

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, I consent and authorize Basketball BC to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Enhanced Police Information Check and/or Vulnerable Sector Check (when permitted by law) for the purposes of screening, implementation of Basketball BC's *Screening Policy*, administering membership services, and communicating with Sport Organizations, , Sport Clubs, and other organizations involved in the governance of sport. Basketball BC does not distribute personal information for commercial purposes.

CERTIFICATION

I hereby certify that the information contained in this Screening Disclosure Form is accurate, correct, truthful and complete.

I further certify that I will immediately inform Basketball BC of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in the withdrawal of volunteer responsibilities or other privileges and/or disciplinary action.

NAME (print): _____ **DATE:** _____

SIGNATURE: _____



Appendix C – Request for Vulnerable Sector Check

Note: Basketball BC will be required to modify this letter to adhere to any requirements from the VSC provider

INTRODUCTION

Basketball BC is requesting a Vulnerable Sector Check for _____ [insert individual's full name] who identifies as a _____ [insert gender identity] and who was born on _____ [insert birthdate].

DESCRIPTION OF ORGANIZATION

Basketball BC is the not-for-profit national governing organization for the sport of basketball in Canada. [Insert additional description]

DESCRIPTION OF ROLE

_____ [insert individual's name] will be acting as a _____ [insert individual's role]. In this role, the individual will have access to vulnerable individuals. [Insert additional information re: type and number of vulnerable individuals, frequency of access, etc.]

CONTACT INFORMATION

If more information is required from Basketball BC, please contact the Executive Director: [Insert information for Executive Director]

Signed: _____ Date: _____

Appendix D – Orientation and Training Acknowledgement Form



1. I have the following role(s) with Basketball BC (circle as many as apply):
Parent / Guardian Coach Director / Volunteer / Athlete / Official / Committee Member

2. As an individual affiliated with Basketball BC, I acknowledge I have received completed the following orientation and training:

Name of Training or Orientation:

Instructor: _____

Date Completed: _____

Name of Training or Orientation:

Instructor: _____

Date Completed: _____

Name of Training or Orientation:

Instructor: _____

Date Completed: _____

Name

Signature

Date