

Criminal Record Check Policies and Procedures

Current Policy

The BCLA's General Operating Policy currently contains the following information with respect to the policy regarding Criminal Record Checks.

17. CRIMINAL RECORD CHECK (CRC)

- 17.01 All coaches who coach athletes 18 years of age or younger must submit to a criminal record check.
- 17.02 The criminal record check must be renewed every three (3) years, prior to the start of the regular season play.
- 17.03 Failure to provide a criminal record check could result in the individual being suspended from coaching.
- 17.04 The BCLA Executive strongly recommends that all associations with athletes 18 years of age or younger, institute a policy that states no adult should be alone with a child and there should always be at least two adults present at all times around a child.
- 17.05 It is the responsibility of the minor box associations, youth field associations, senior box teams, men's field teams and women's' field teams to ensure that their respective coaches have a current criminal record check on file. The CRC box on the coaching Form 100 must be filled in by the home association/team before submitting the form to the BCLA Office.

The CRC's are to be returned to a designated volunteer screening officer of the local association/team, who will confirm that the appropriate coaches have a current CRC.

If a CRC is flagged as requiring more attention, the CRC can be forwarded to the BCLA Volunteer Screening Officer, care of the BCLA Office, for further investigation and resolution.

18. CONFIDENTIAL FILE

The BCLA Executive shall create and maintain a confidential file where information has been obtained about a BCLA Member or any individual desirous of becoming involved with the BCLA in so far as it regards a criminal record or pending criminal charge.

The BCLA Executive shall protect the personal information contained in the confidential file by making reasonable security arrangements against such risks as authorized access, collection, use, disclosure or disposal.

The BCLA Executive shall disclose the contents of its confidential file to the President or Head of any respective association with whom the "individual" is involved or proposes to become involved and the information contained therein must be communicated to the Executive of that respective association. Prior to disclosing the personal information contained in the confidential file, the BCLA Executive shall make all reasonable efforts to notify the individual whose personal information is to be released.

Criminal Record Check Policies and Procedures, as accepted by the BCLA Executive

Policies

1. The following types of offences obtained by the Criminal Record Review Search will require further investigation by the BCLA Volunteer Screening Officer and possible action: convictions and allegations of such offences as sexual assault, sexual abuse, physical abuse to a minor, drug trafficking and weapons possession (but not necessarily limited thereto). Pardoned offences will also be reviewed by the BCLA Volunteer Screening Officer.
2. One person who is not currently serving on any boards, committees, etc. (preferably a police or RCMP officer or a lawyer) will be appointed by the BCLA Executive to act as the BCLA's internal Volunteer Screening Officer.
3. Two more people will be appointed by the BCLA Executive who would serve as a secondary group along with the BCLA Volunteer Screening Officer which will be called the Volunteer Screening Assessment Committee. When the BCLA Volunteer Screening Officer makes a decision to allow a person to continue working/volunteering with the BCLA or one of its members after having received pertinent information contained in criminal record check regarding this person, the Volunteer Screening Assessment Committee will meet, discuss and either accept or reject the BCLA Volunteer Screening Officer's recommendation.
4. A decision regarding whether or not an applicant will be allowed to coach will be made within two weeks of the BCLA Volunteer Screening Officer receiving the Criminal Record Check from the local association/team volunteer screening officer, and the decision will be forwarded to the applicant and the respective Association if the applicant will not be allowed to coach with the B.C. Lacrosse Association or its members. Between the time that pertinent Criminal Record information (as identified in Item 1.) is received by the BCLA Volunteer Screening Officer and the time of the decision, the applicant will be suspended from all BCLA activities.
5. All notes and informal materials will be kept in a separate file by the BCLA Volunteer Screening Officer. These notes and informal materials will not be contained in the Confidential File at the B.C. Lacrosse Association Office.
6. The BCLA Volunteer Screening Officer, the members of the Volunteer Screening Assessment Committee, and the BCLA Executive Director must sign a specific Volunteer Screening confidentiality agreement.
7. Each case will be reviewed independently and fairly.

Procedures

1. Applications can only be obtained by going to the local police department or RCMP office. Depending on the community, there may or may not be a charge for the Criminal Record Check. It will be the responsibility of either the coach or the coach's Association to pay for this service. Payment will be determined by each Association, and will not be the responsibility of the BCLA provincial office.
2. The coach must fill out the application, and mark all of the appropriate boxes pertaining to acquiring information on the criminal record check. "Appropriate boxes" will be determined by the Executive's

recommendation regarding what offences or allegations will require further investigation and possible action.

3. The organization who will receive all information regarding the criminal record check must be identified on the Criminal Record Check form. The organization of record must be the **coach's local lacrosse association/club - ATTENTION: Volunteer Screening Officer.**
4. The designated volunteer screening officer of the local association/team will review the returned CRC and determine if the person is allowed to coach. Forms requiring further investigation as outlined in policy item #1 above will be forwarded to the BCLA Volunteer Screening Officer through the BCLA Office. The envelope should be sealed and marked **ATTENTION: BCLA Volunteer Screening Officer and PRIVATE & CONFIDENTIAL.**
5. Any information received by the BCLA Office from the local association/team volunteer screening officer will be forwarded to the BCLA Volunteer Screening Officer, and will be treated with complete confidentiality. When an envelope is received from the local association/team volunteer screening officer, it will be kept in a secured, locked file cabinet, independent of any other files, in the BCLA Executive Director's Office until the BCLA Volunteer Screening Officer is given the information. The BCLA Volunteer Screening Officer and the Executive Director will be the only two officers with the key to the file cabinet containing the Criminal Record reviews.
6. If a Criminal Record Check is "flagged" as a potential risk to the Association (i.e., an offense has occurred or a charge laid regarding convictions and allegations of such offences as sexual assault, sexual abuse, physical abuse to a minor, drug trafficking and weapons possession (but not necessarily limited thereto), the applicant will be contacted by the BCLA Volunteer Screening Officer to ask if the applicant wishes to remove himself/herself from coaching with the B.C. Lacrosse Association or one of its members.

Should the applicant wish to continue coaching with the B.C. Lacrosse Association or one of its members, the applicant (the person who submitted the report) will be asked by the BCLA Volunteer Screening Officer to declare details about what the charge is regarding.

7. If a Criminal Record Check is "flagged", the applicant will be asked to submit fingerprints. This is to determine that the Criminal Record Check is for the correct individual, as more than one person share the same name, there could be a mistake, etc.
8. The BCLA Volunteer Screening Officer will contact the Police Department or RCMP Office to ask if the conviction or pending charge on this person's file is what the person declared. The Police/RCMP are not allowed to disclose what the charge is, but they are allowed to affirm or deny the declaration.
9. Once a decision has been made by the BCLA Volunteer Screening Officer and/or the Volunteer Screening Assessment Committee, the applicant will be contacted in writing as to the decision of the Committee by the BCLA Volunteer Screening Officer with a carbon copy to the BCLA Executive Director. If the applicant is being removed from his/her position as coach, the President of the applicant's Association will also be informed.