

Saskatchewan Provincial Small Bore Association Inc.
“SPSBA”
SCREENING POLICY

Purpose

1. Screening of personnel and volunteers is an important part of providing a safe environment among sport organizations, which provide programs and services to youth and people with disabilities. SPSBA is responsible, at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. SPSBA takes very seriously, and is committed to, fulfilling the duty of care it owes to its members.
2. The purpose of screening is to identify individuals within SPSBA who pose a risk to children, youth and people with disabilities.

Policy Statement

3. Not all personnel affiliated with SPSBA will be required to undergo screening through a Police Records Check (“PRC”), as not all positions pose a risk of harm to SPSBA or its members.
4. Persons who will be subject to screening through a PRC are those who work closely with minor athletes, athletes with a disability and who occupy positions of trust and authority within SPSBA programs. Such ‘designated positions’ include:
 - a. All individuals in paid staff positions;
 - b. All persons affiliated with clubs, whether paid or volunteer, including but not limited to, coaches, chaperones and drivers.
5. It is SPSBA’s policy that:
 - a. The recruitment process for all ‘designated positions’ may involve:
 - i. Requiring the candidate to complete an application form for the position;
 - ii. Interviewing the candidate for the position; and
 - iii. Checking a minimum of two references, one of which will be specific to working with children or youth.
 - b. PRCs will be mandatory for all persons in ‘designated positions’. There will be no exceptions.
 - c. Failure to participate in the PRC process as outlined in this policy will result in ineligibility for the ‘designated position’.
 - d. SPSBA will not knowingly fill a ‘designated position’ with a person who has a conviction for a ‘relevant offence’ as defined in this policy.
 - e. A person in a ‘designated position’ will be provided an orientation session that will explain performance expectations and provide the training necessary for satisfactory performance.
 - f. If a person in a ‘designated position’ subsequently receives a conviction for, or be found guilty of, a relevant offences, he/she will report this circumstance immediately to SPSBA.

Screening Committee

6. The implementation of this policy is the responsibility of the Screening Committee, a committee of one -three persons appointed by the Board of Directors for a term of two years.
7. The Screening Committee will carry out its duties in an independent manner and at arms-length from the Board of Directors and the staff of SPSBA.
8. The Screening Committee is responsible for receiving and reviewing all PRCs and, based on such reviews, making decisions regarding the appropriateness of individuals occupying ‘designated positions’. The Screening Committee may approve an individual’s participation in a ‘designated position’, may deny an individual’s participation in a ‘designated position’ or may approve an individual’s participation in a ‘designated position’ subject to terms and conditions as the Screening Committee deems appropriate.
9. In carrying out its duties, the Screening Committee may consult with independent experts including

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lawyers, police, risk management consultants or volunteer screening specialists. The decisions of the Screening Committee are final and binding and may not be appealed.

Procedure

10. Each person subject to this policy will apply for and obtain a PRC at their local police detachment. If there is a charge to obtain the PRC, SPSBA will only reimburse permanent staff for such expense.
11. Each person subject to this policy will submit the original copy of their PRC to the Screening Committee, c/o SPSBA at its head office, in an envelope marked ‘Confidential’.
12. The Screening Committee will review all PRCs received and will determine whether the PRC reveals a relevant offence. The Screening Committee will render its decision in accordance with paragraph 8 and will notify the person and SPSBA of its decision in writing. The original copy of the PRC will be destroyed or returned to the person who supplied it.
13. PRCs are valid for a period of two years.
14. If a person has been screened and approved by a member club, SPSBA will confirm such approval and not require a second screening.

Relevant Offences

15. For the purposes of this policy, a ‘relevant offence’ is any of the following offences for which pardons have not been granted:
 - a. If imposed in the last five years:
 - i. Any criminal offence involving the use of a motor vehicle, including but not limited to impaired driving; or
 - ii. Any violations for trafficking under the Controlled Drug and Substances Act.
 - b. If imposed in the last ten years:
 - i. Any crime of violence including but not limited to, all forms of assault; or
 - ii. Any criminal offence involving a minor or minors.
 - c. If imposed at any time:
 - i. Any criminal offence involving the possession, distribution, or sale of any child-related pornography;
 - ii. Any sexual offence involving a minor or minors; or
 - iii. Any offence involving fraud.

Records

16. The Screening Committee will retain no copies of PRCs, but may retain written records of its communications with the persons submitting the PRC and with SPSBA. 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.

Review and Approval

17. This policy is not a static document. On an annual basis, it will be reviewed by the Board of Directors with input from the Screening Committee.

Appendix “A”

Phased Implementation of this Policy

18. This policy will be implemented in a phased manner as follows:
 - a. For those individuals in ‘designated positions’ who are in full-time, continuing employment contracts, this policy will take effect May 1, 2011.

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- b. For those individuals who are in ‘designated positions’ who are in short term contracts, this policy will take effect upon the renewal of such contracts.
 - c. For those individuals not yet hired for or appointed to ‘designated positions’, this policy will take effect immediately.
19. Where required, SPSBA will revise all contracts of employment and contracts for services, as they come up for revision or renewal, to reflect the requirements of this policy. This policy will be communicated immediately to all staff and volunteers of SPSBA who will be affected by this policy, and will be incorporated into SPSBA’s Personnel Policy when that policy is next reviewed and consolidated.