

ATHLETICS ALBERTA Volunteer Screening Policy

Application Form

Policy:

Applicants interested in volunteering as a Director, coach, or any other position that Athletics Alberta deems appropriate will complete an application form.

Procedure:

- Potential volunteers will be provided with an application form from their club representative (or accessed through Athletics Alberta website) to be completed prior to their acceptance as a volunteer. All completed application forms will be returned to the club administrator who will in turn redirect the forms to Athletics Alberta's office for secured storage. Forms may be mailed or faxed to the office.
- Club administrators will review the application to determine suitability of the applicant. Application does not guarantee placement.
- Volunteers engaged with Athletics Alberta prior to the commencement of this policy will complete an application form.
- The completed application form will be placed on the volunteer's file.
- All information will be kept confidential.
- All records of volunteers will be stored in a locked cabinet.
- Records of all volunteers will be kept for a minimum of 10 years.
- Returning applicants who have taken a leave of more than one year will complete a new application form.

Criminal Record Checks

Policy:

Criminal record checks will be conducted on Directors, coaches, assistant coaches, club physiotherapist, club massage therapist, drivers, and managers, chaperones. The Board of Directors reserves the right to determine other positions requiring criminal record checks.

Procedure:

- All volunteers who apply for positions where a criminal record check is a requirement of the position will submit to a criminal record check prior to acceptance as a volunteer. Individuals who refuse to comply with this request will not be accepted.
- Nominees for the Board of Directors will submit completed criminal record check results at least two weeks prior to Athletics Alberta's annual general meeting. Candidates up for re-election will be required to resubmit a criminal record check after they have completed four years of service.
- Volunteers in positions where criminal records are required who were engaged with Athletics Alberta prior to the enforcement of this Policy will be required to complete one. Compliance with this Policy is a condition of further involvement with Athletics Alberta.
- Procedures used by policing agencies will be different for each community. Athletics Alberta will follow the procedures determined by their respective communities.
- A criminal record check may be conducted approximately every four years for current volunteers.
- Edmonton and Calgary Police Services will provide Athletics Alberta with a "clear" or "unclear" report only.

- The RCMP as well as Medicine Hat Police Services will provide a letter to the volunteer only stating that the volunteer “may have” or “may not have” a criminal history.
- Specific details of an “unclear report” or a “may have” report must be requested by the volunteer at their respective policing agency. It is the volunteer’s choice whether or not to share this official report with Athletics Alberta. Failure to provide an official record to Athletics Alberta will be cause for termination of the application process. The applicant (or volunteer in the case of a four-year review) will pay for the abstract or report summary where a fee is required.
- All reports will be returned to the Executive Director of Athletics Alberta only. Upon notice that an applicant or current volunteer’s background check has indicated a criminal history, the Executive Director will confer with legal counsel first. The Executive Director may then go to the Executive Committee should it be necessary.
- The volunteer will notify Athletics Alberta if they have been charged of a criminal offence.
- Documentation that a criminal record check was completed will be entered into the volunteer’s file, signed and dated. The file will indicate whether the report was “clear” or “unclear” but will not maintain an abstract or report summary in the event that one was provided. The abstract or report summary will be returned to the volunteer.

Criminal Convictions

Policy:

Applicants with have a criminal record can be accepted as a volunteer at the discretion of the Executive Director. The following steps will be used to guide this process.

Procedure:

- Volunteers who have a criminal record relating to crimes of sexual assault will not be accepted. Other crimes may be accepted depending on the position the volunteer is applying for and the circumstances around the specifics of the crime.
- Athletics Alberta may consult legal counsel where appropriate
- The following questions will guide the process:
 - What are the risk factors associated with the assignment?
 - What is the level of supervision?
 - Does the job involve being left alone with vulnerable individuals or access to money?
 - What is the level of authority the position demands?
 - What is the length of time that has lapsed since the conviction?
 - What was the degree of the crime?
- Athletics Alberta at all times maintains the right of refusal of an applicant.
- Current volunteers who are affected by this policy can appeal their case to a committee appointed by the Board of Directors

Criminal Record Check Process

1. Online via the MyBackCheck.com This process is free. Please contact the athletics Alberta office for access to the “My Back Check” portal.
2. Additionally you can get an in person report done at your local law enforcement office.
3. Once the information is acquired please upload the information through the Athletics Alberta website online submission portal.