

ALA SCREENING POLICY

Version 5.0

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Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Criminal Record Check (CRC)”* – A search of adult convictions held within the RCMP National Repository of Criminal Records
 - b) *“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
 - c) *“Vulnerable Individuals”* – 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

Preamble

2. The ALA 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. The ultimate purpose of all volunteer screening is ensuring the safety of the participants in lacrosse activities governed by the ALA and the safety of the assets of the ALA and its members. While the ALA and its members should follow the guidelines below, the ALA and its members, subject to discipline and appeal policies and similar procedures in their Bylaws, always retain ultimate discretion to request further information before permitting a volunteer to participate in their activities. Further, a potential volunteer having a clear screening result is no guarantee that a volunteer will be permitted to engage in volunteer activities.

Application of this Policy

4. This Policy applies to all individuals who are seeking to volunteer, work, or otherwise participate in the ALA’s program or activities and are in a position of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals. This includes volunteering for any role with an ALA member club, teams organized by a member club or Local Governing Body (LGB), a member LGB or a team not affiliated with a specific member such as Team Alberta.
5. Not all individuals associated with the ALA or its members will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to the ALA or to its participants. Whether an individual should be subject to screening should be determined using the following guidelines, however they may not be definitive and any volunteer for any position may be asked to sub:

Level 1 – Low Risk - Individuals 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 Individuals. For example, parents, youth, or volunteers who are helping out on a non-regular or informal basis for things like time clock operation, jersey parents and similar tasks.

Level 2 – Medium Risk – Individuals 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 Individuals. Examples:

- a) Non-coach/official employees or managers. For example, a team manager or treasurer.

- b) Directors, including ALA, LGB, club or team Board members.
- c) Minors serving as coaches or officials generally while supervised by another coach or official.

Level 3 – High Risk – Individuals 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 Individuals. Examples:

- a) Coaches
- b) Coaches who travel with athletes
- c) Coaches who could be alone with athletes
- d) Officials who travel with officials, particularly minor officials
- e) Officials who could be alone with officials, particularly minor officials

Screening Officer

- 6. The ALA and each member of the ALA shall ensure that someone is responsible to ensure that screening of all volunteers in accordance with this Screening Policy is carried out (a “Screening Officer”). The Screening Officer may delegate the tasks required to comply with this policy.
- 7. The Screening Officer shall ensure the confidentiality and privacy of records obtained in order to comply with this policy. For further guidance, review the ALA Confidentiality Policy.
- 8. The Screening Officer’s objective in complying with this policy is to determine whether there is reason to believe that the individual may pose a risk to members of the ALA or its participants or assets if a particular volunteer is permitted to volunteer.
- 9. The Screening Officer may seek assistance and guidance in applying this policy from other Board members of their club, other clubs, LGBs or the ALA or from other professionals or experts, as long as such individuals understand the role of volunteer screening and their obligations of confidentiality and privacy.

Screening Procedure

- 10. In screening volunteers the ALA and its member clubs should follow the following steps:
 - a. Volunteers should provide their name, address, email and phone number and the position they are volunteering for. This information may be collected through the regular registration process.
 - b. Assess the risk level for the volunteer position.
 - c. Request additional screening information as may be required by the specific risk level associated with the position as described below, review that information and determine if any other additional information is required.
 - d. Review the information and determine if the person presents a risk to Vulnerable Individuals or the assets an property of the ALA, or an ALA member club or team.
 - e. Record the outcome of the screening and the documents reviewed. This may include a description of the record and the date of the record and when it was reviewed such as “Vulnerable Sector Check dated XXXX-XX-XX, Reviewed on XXXX-XX-XX”
 - f. Safely store or destroy all records required to maintain the confidence and privacy of confidential and private information.

11. For individuals engaging in volunteer activities with Level 1 risk, a Screening Officer should ensure they have biographic and contact information about the volunteer as described in paragraph 10(a) above. This does not have to be collected on every instance of every casual volunteering activity and may be gathered once. This may be delegated to a position like team manager and may be part of regular record keeping procedures such as completing registration or score sheets.
12. For individuals engaging in volunteer activities with Level 2 risk the Screening Officer should:
 - a. Obtain detailed biographical information with address, phone number, email which may be collected in an application or otherwise.
 - b. Obtain a CRC from the volunteer.
 - c. Obtain any other information necessary to assess the risk of that volunteer's participation in the position.
 - d. Consider the results of the information including the results of the CRC in accordance with the guidance below.
 - e. Record the decision as described above.
13. For individuals engaging in volunteer activities with Level 3 risk the Screening Officer should:
 - i. Obtain detailed biographical information with address, phone number, email which may be collected in an application or otherwise.
 - ii. Obtain a VSC
 - iii. Obtain any other information necessary to assess the risk of that volunteer's participation in the position.
 - iv. Consider the results of the information including the results of the CRC in accordance with the guidance below.
 - v. Record the decision as described above.
14. Nothing in this Policy restricts or limits the Screening Officer from requesting that the individual attend an interview if an interview is appropriate and necessary to screen the individual's application.
15. Nothing in this Policy restricts or limits the Screening Officer 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.
16. The Screening Officer may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.
17. If the Screening Officer determines on the basis of the information reviewed that the individual does not pose a risk to the members of the ALA, the Screening Officer shall approve the individual's application, subject to the Screening Officer's right to impose conditions.

Requirements of Volunteers to Update and provide Accurate Information

18. Every individual who wishes to volunteer with the ALA or its members is required to provide information that is accurate, true and not misleading by leaving out any relevant details or context. This includes providing updates or changes to information that was accurate when provided but is later inaccurate or misleading.
19. If a volunteer, after having undergone the screening procedure but before undergoing a new screening, subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to the ALA or the appropriate member. Additionally, the individual will inform the ALA of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
20. If the ALA 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 the ALA's *Discipline and Complaints Policy* and Bylaws.

Particular Offences and Screening Review

Unacceptable Convictions

21. Applicants with the following Criminal Code convictions (or who do not have a clear vulnerable sector check for offences as described below)) will not be considered for any positions with Level 2 or Level 3 risks.

- Sexual Assault
- Assault on a child (child abuse)
- Any sexual offence that involves a victim under the age of 18
- Trafficking in illegal substances

Discretionary Convictions

22. Applicants with Criminal Code convictions on their criminal record check may not be accepted for positions with Level 2 or Level 3 risks. These offences include but are not limited to the following:

- Driving convictions (Criminal Negligence, Impaired Driving, Driving with B/A Over .08, etc).
- Drug offence convictions
- Convictions of violent offences (Assault, Robbery, etc.)
- Any physical assault involving family violence.
- Property offence convictions (Fraud, Theft, etc.)

Criminal Charges

23. Applicants charged with certain offences may not be permitted to obtain or remain in any volunteer position. These offences include but are not limited to the following:

- Driving charges (Criminal Negligence, Impaired Driving, Driving with B/A Over .08, etc).
- Drug offences
- Charges of sexual assault or violent offences (Assault, Robbery, etc.)
- Any physical assault involving family violence.
- Property offence convictions (Fraud, Theft, etc.) Only to be considered if the position applied for involves the control of assets of the organization or in control of finances.
- Assault on a child (child abuse)
- Any sexual offence that involves a victim under the age of 18
- Trafficking in illegal substances

24. An individual having been previously penalized for a prior offence shall not prevent the Screening Committee from considering that offence as part of the individual's screening application.

25. In the case of a decision denying an application or approving an application with conditions, the Screening Officer should consider notifying the ALA President, the President of the member or any other member clubs or LGBs as may be advisable to protect participants in lacrosse and the assets and property of the ALA and its members.

Young People

26. The ALA and its members do not generally require minors (under 18 years old) to submit a CRC or VSC. The ALA and its members will ensure that there is appropriate and adequate supervision given to all minor volunteers.

Notwithstanding the above, the ALA may ask a young person to obtain a VSC or CRC if the ALA suspects the young person has an adult conviction and therefore has a *criminal record*. In these circumstances, the ALA will be clear in its request that it is not asking for the young person's *youth record*. The ALA understands that it may not request to see a young person's youth record.

Renewal

27. A Screening Officer may rely on any CRC or VSC within the last 3 years prior to the date of screening, however a Screening Officer shall obtain an annual assurance that the CRC and VSC remains accurate and not misleading.
28. At any time, including after either the submission of an individual's application or its approval (with or without conditions), the Screening Officer may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of the ALA, could affect the assessment of the individual's suitability for participation in the ALA's programs, activities, or with any of its members.

Orientation, Training, and Monitoring

29. The ALA and its members should provide orientation, training, and monitoring appropriate to the tasks to be performed by the volunteer and based on the individual's level of risk.
30. 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.
31. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.

Conditions and Monitoring

32. Excluding the incidents above which, if revealed, would cause the individual to not pass screening, the Screening Officer 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 Screening Officer shall have the sole and unfettered discretion to apply and remove conditions, determine the length of time for the imposition of conditions, and determine the means by which adherence to conditions may be monitored.

Records

33. 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.