

Screening and Education Policy

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1. Preamble

Baseball Nova Scotia (BNS) understands that screening and educating 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 sport community.

2. Application of this Policy

2.1 This policy applies to all individuals whose position with BNS is one of trust or authority which may relate to, at a minimum, finances, supervision, or Organizational Participants.

2.2 Not all individuals associated with BNS will be required to submit screening documents because not all positions pose a significant risk of harm to BNS or Organizational Participants. In addition, athletes are also not required to complete screening.

2.3 To assist with who will be subject to screening under this policy, the following guidelines have been developed. BNS may vary the guidelines at their discretion:

Level 1 – Low Risk - Organizational 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 Organizational Participants. Examples include parents, youth, or volunteers who are helping on a non-regular or informal basis and who do not have significant contact with Vulnerable Organizational Participants.

Level 2 – Medium Risk – Organizational 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 Organizational Participants. Examples include:

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

Level 3 – High Risk – Organizational 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 Organizational Participants. Examples include:

- a) Athlete Support Personnel;
- b) Full-time coaches;
- c) Athlete Support Personnel who travel with Athletes; and
- d) Athlete Support Personnel who could be alone with Athletes.

2.4 BNS requires that the identified categories of Roles in section 4.1 complete the minimum requirements for screening and education.

3. Screening Committee

3.1 The implementation of this policy is the responsibility of the Screening Committee which is a committee composed of either one (1) or three (3) members. BNS will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge, and abilities to accurately screen documents and render decisions under this policy.

3.2 The Screening Committee is responsible for reviewing all documents submitted and based on the review, making decisions regarding the appropriateness of individuals filling positions within BNS.

3.3 In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.

3.4 Nothing in this policy restricts or limits the Screening Committee from requesting that the individual attend an interview with the Screening Committee if the Screening Committee considers that an interview is appropriate and necessary to screen the individual's application.

- 3.5 Nothing in this policy restricts or limits the Screening Committee from requesting the individual's authorization to contact any professional, sporting, or other organization to assess the individual's suitability for the position that they are seeking.
- 3.6 Nothing in this policy restricts or limits the Screening Committee from requesting further information from the individual on more than one occasion, subject to the individual's right to insist that the Screening Committee decide based on the information before it.
- 3.7 The Screening Committee may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.
- 3.8 When assessing an individual's screening application, the Screening Committee shall determine whether there is reason to believe that the individual may pose a risk to BNS or to another individual.
- 3.9 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.
- 3.10 If the Screening Committee determines based on the individual's screening application, in addition to any further material received by it, that the individual does not pose a risk to the members, the Screening Committee shall approve the individual's application, subject to the Screening Committee's right to impose conditions.
- 3.11 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 Board of Directors of BNS, which may disseminate the decision as they see fit to best fulfil the mandate of BNS.
- 3.12 An Organizational Participant whose screening application has been denied or revoked may not re-apply to participate in the programs or activities of BNS for two (2) years from the date of the rejected application was made.

4. Screening and Education Requirements

- 4.1 It is the policy of BNS that when an individual is first engaged by their community club or has a change in identified classification/role, they will complete the following requirements.

Role	Requirement #1	Requirement #2	Requirement #3	Requirement # 4	Requirement #5
Coach (recreational, Rally Cap)	CRC or Vulnerable Sector (every 3 years)	NCCP – Safe Sport Training			

Coach (attending BNS Provincial Championships)	CRC or Vulnerable Sector (every 3 years)	NCCP – Safe Sport Training	NCCP - MED	NCCP Compliance	
Coach (BNS Provincial team)	CRC or Vulnerable Sector (every 3 years)	NCCP Safe Sport Training	NCCP - MED	NCCP Compliance	
Board (BNS and club Boards)	CRC or Vulnerable Sector (every 3 years)	NCCP – Safe Sport Training			
Umpires	CRC or Vulnerable Sector (every 3 years)	NCCP - Safe Sport Training	Annual BNSUD Training		
Other Volunteers	CRC or Vulnerable Sector (every 3 years)				

4.2 In addition to the requirements under 4.1, the Screening Committee, at their discretion, may request additional information from individuals, such as:

- a) A letter of reference related to the position;
- b) A driver's abstract; and
- c) A Vulnerable Sector Check and/or a Child Abuse Registry.

4.3 If an individual receives a charge, conviction for, or is found guilty of, an offense after completing their initial screening, they will report this circumstance immediately to BNS. Additionally, the individual will inform BNS of any changes in their circumstance that would alter their original responses in their screening. If BNS 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 applicable policies of BNS.

5. Minor

5.1 For the purposes of this policy, BNS defines a Minor as someone who is younger than 18 years old. When screening Minor who are engaged in non-athlete roles and/or Positions of Authority such as a Community Coach/Instructor or Official, BNS will not collect CRC's, but may request references.

6. Renewal

6.1 Individuals must complete the screening requirements as identified under section 4.1 every three years unless determined by the BNS.

6.2 At any time, including after either the submission of an individual's application or its approval (with or without conditions), the BNS may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of BNS, could affect the assessment of the individual's suitability for participation in the programs or activities of BNS, or the individual's interactions with other individuals involved with BNS.

7. Orientation, Training, and Monitoring

7.1 Subject to the minimum standards of section 4.1, the type and amount of additional education and monitoring will be at the discretion of BNS.

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

7.3 At the conclusion of training/orientation, the individual may be required to acknowledge, in written form, that they have received and completed the orientation and training

7.4 Monitoring may include, but is not limited to, written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

8. Procedure

8.1 Screening documents for coaches attending a Provincial Championship must be submitted to BNS through the designated mechanism (RAMP).

8.2 Clubs are responsible for reviewing all their registered coaches, but BNS will only be reviewing coaches attending Provincial Championships.

8.3 Clubs shall notify BNS of positive CRC within their association (recreational or competitive coaches or volunteers) and forward such information to the office for review.

8.4 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.

8.5 BNS understands that there may be delays in the screening process depending on the information required. At the discretion of BNS in extraordinary circumstances an individual may be permitted to participate in the role during any delay. This permission may be withdrawn at any time and for any reason.

8.6 BNS recognizes that different information will be available depending on the type of screening document that the individual has submitted. The Screening Committee will use its discretion when making decisions based on the screening documents that have been submitted.

8.7 Following the review of the screening documents, the Screening Committee 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.

8.8 In making its decision, the Screening Committee will consider the type of offense, date of offense, and relevance of the offense to the position sought.

8.9 The Screening Committee may decide that an individual has not passed screening if the screening documentation reveals any of the following:

a) If imposed in the last three years:

- i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving;
- ii. Any offense of assault, physical or psychological violence;
- iii. Any offense involving trafficking or possession of illegal drugs;
- iv. Any offense involving conduct against public morals; or
- v. Any offense involving theft or fraud.

b) If imposed at any time:

- i. Any offense involving a Minor or Minors;
- ii. Any offense involving the possession, distribution, or sale of any child-related pornography; or
- iii. Any sexual offense.

9. Conditions

- 9.1 Excluding the incidents above which, if revealed, would cause the individual to not pass screening, the Screening Committee 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.
- 9.2 The Screening Committee shall have the sole and unfettered discretion to apply and remove conditions, determine the length of time for the imposition of conditions, and determine how adherence to conditions may be monitored.

10. Records

- 10.1 All records will be maintained by the BNS in a confidential manner. Records related to the screening process will be disclosed within the BNS on an as-needed basis. Further, these records will not be disclosed to others except as required by law, for use in legal, quasi-legal, or disciplinary proceedings.
- 10.2 The records kept as part of the screening process include but are not limited to:
- a) An individual's E-PIC (for a period of three years);
 - b) Records of any conditions attached to an individual's registration by the Screening Committee; and
 - c) Records of any discipline applied to any individual by BNS or by another sport organization.