

# **BASEBALL PEI POLICY**

## **Screening Policy**

### **1.1 Definitions**

- These terms will have the following meaning within this policy:
  - “*Baseball PEI*” – Baseball Prince Edward Island.
  - “*Individual*” – *Baseball PEI* Representatives, Umpires, Coaches and trainers participating at identified Baseball PEI sanctioned events and any person identified by Baseball PEI.
  - “*Baseball PEI Sanctioned Event*” – Leagues/competitions administered by Baseball PEI, tryouts/games/practices/events by a Provincial team, Provincial Eliminations/Championships, camps/clinics and other events put on by Baseball PEI and all other activities within a program cycle as identified by the Executive Director of Baseball PEI.
  - “*Record Check*” – Enhanced Police Information Check offered by Sterling BackCheck, Vulnerable Sector Check, Criminal Record Check or an equivalent background check acceptable to Baseball PEI.

### **1.2 Policy Statement**

- Screening is an ongoing process performed by an organization to identify individuals involved with the organization’s activities who may pose a risk to the organization and its participants. Screening practices play a role in fulfilling an organization’s moral, legal and ethical responsibilities to the people it reaches.

### **1.3 Purpose**

- Baseball PEI 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. Baseball PEI is responsible, by law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities, and events.

### **1.4 Executive Director and Screening Committee**

- The implementation of this Policy is the responsibility of the Baseball PEI’s Executive Director and the Screening Committee. The Screening Committee will be persons appointed by the Board of Directors of Baseball PEI. The Screening Committee can meet by any means as determined by the Executive Director. The Executive Director can be a member of the Screening Committee. There will be three (3) members within the Screening Committee.
- The Executive Director is responsible for assisting the Screening Committee.



# Baseball PEI

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[www.baseballpei.ca](http://www.baseballpei.ca)  
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## 1.5 Obligations

- All Individuals intending to participate at Baseball PEI sanctioned events will be required to provide a Record Check or an equivalent background check acceptable to the Baseball PEI Screening Committee by 15 July of the current season. The Record Check or equivalent background check must have taken place within the previous twelve months from the date of the event or the completion of the Registration and Screening Disclosure Form.
- This Record Check will be valid for three (3) years. Once three (3) years have passed since the Record Check has been obtained, the Individual must submit a new Record Check to Baseball PEI.
- Failure or refusal to participate in the screening process as outlined in this Policy will result in automatic ineligibility to participate in a Baseball PEI sanctioned event.

## 1.6 Procedure

- The Screening Committee may request that an Individual provide a Vulnerable Sector Check (VSC) or other screening documents for review and consideration at any time.
- If an Individual's documents do not reveal a positive response ("yes") the Executive Director will grant the Individual the right to participate at the Baseball PEI event.
- In the event that a Screening Disclosure Form discloses a positive response ("yes"), the following will occur:
  - Documentation may be requested, as determined by the Screening Committee, from the Individual describing the positive response and any additional information the Individual wishes the Screening Committee to consider.
  - The Screening Committee may request the Individual submit a VSC, at their own expense.
  - The Individual will be informed by the Screening Committee that their application will not proceed until such time as the required documents are received.
- The Screening Committee will receive and review all relevant and requested documents and information. Subject to the review of the documents and information, the Screening Committee, by majority vote, will:
  - Approve an Individual for participation at the Baseball PEI event; or
  - Approve an Individual for participation at the Baseball PEI event subject to terms and conditions as deemed appropriate; or
  - Deny an Individual the right to participate at the Baseball PEI event.
- Where the Screening Committee denies an Individual the right to participate at the Baseball PEI event, the reasons for such decision will be provided, in writing, to the Individual.
- The decision of the Screening Committee is final, binding and will be effective immediately. No appeal is possible.



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## 1.7 Records

- Baseball PEI will return all copies of any received documents to the Individual or destroy such documents but will retain written records of communication with Individuals whose Screening Disclosure Form or Record Check indicate a relevant offence, as well as copies of its decisions and written reasons for decisions.
- Any information relating to a Screening Disclosure Form, Record Check, or decision rendered under this Policy will be disclosed to any third party deemed appropriate by Baseball PEI.

## 1.8 Appeals

- Decisions made under this policy are final and binding and are NOT appealable under the Baseball PEI Appeal Policy.

