



BASEBALL PEI SCREENING POLICY

Revised 2026

1. Definitions

1.1 The following terms will have the following meaning within this Policy:

- **“Baseball PEI”** – Baseball Prince Edward Island.
- **“Individual”** – Baseball PEI representatives, umpires, coaches, trainers, volunteers, paid staff, contractors, and any other person identified by Baseball PEI participating in Baseball PEI programs or activities.
- **“Baseball PEI Sanctioned Event”** – Leagues and competitions administered by Baseball PEI; tryouts, games, practices, and events by a Provincial team; Provincial Eliminations and 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”** – A screening document acceptable to Baseball PEI, including but not limited to a Vulnerable Sector Check (VSC), Criminal Record Check (CRC), or equivalent background check.
- **“Criminal Record Check (CRC)”** – A name-based police check that identifies criminal convictions for which a record suspension (pardon) has not been granted.
- **“Vulnerable Sector Check (VSC)”** – A screening tool that may identify the existence of certain criminal convictions related to offences of a sexual nature or offences involving vulnerable persons. A VSC may disclose such convictions even where time has been served and a record suspension (pardon) has been granted. A VSC does not disclose details of the offence but may disclose the **nature of the offence** where legally permitted.
- **“New or First-Time Individual”** – An Individual who has never previously been registered, screened, or approved within the Baseball PEI system.
- **“Lapsed Individual”** – An Individual who has not been registered or active within the Baseball PEI system for a period of five (5) years or more.



2. Policy Statement

2.1 Screening is an ongoing process performed by Baseball PEI to identify Individuals involved with its activities who may pose a risk to the organization or its participants.

2.2 Screening practices play an important role in fulfilling Baseball PEI's moral, legal, and ethical responsibilities and are a key component of providing a safe sport environment.

3. Purpose

3.1 Baseball PEI understands that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a required protocol among sport organizations.

3.2 Baseball PEI is responsible, by law, to take all reasonable steps to provide a safe and secure environment for participants in its programs, activities, and events, particularly children and other vulnerable persons.

4. Executive Director and Screening Committee

4.1 The implementation of this Policy is the responsibility of the Baseball PEI Executive Director and the Screening Committee.

4.2 The Screening Committee shall be appointed by the Board of Directors of Baseball PEI and shall consist of three (3) members.

4.3 The Screening Committee may meet by any means as determined by the Executive Director. The Executive Director may be a member of the Screening Committee and is responsible for assisting the Committee in carrying out its duties.

5. Obligations

5.1 All Individuals aged **18 years or older** intending to participate in Baseball PEI sanctioned events must comply with the screening requirements outlined in this Policy.



5.2 Initial or Re-Entry Screening – Vulnerable Sector Check (VSC)

The following Individuals are required to submit a Vulnerable Sector Check (VSC) to Baseball PEI for review and approval:

- New or first-time Individuals; and
- Individuals who have been absent from the Baseball PEI system for five (5) years or more.

5.3 The required VSC must be submitted and approved **prior to participation** in any Baseball PEI sanctioned event.

5.4 Ongoing Screening – Criminal Record Check (CRC)

Following the completion of an initial or updated VSC, Individuals must submit a Criminal Record Check (CRC) on a three-year (3-year) renewal cycle.

5.5 A CRC must be issued within the previous twelve (12) months from the date of submission.

5.6 Baseball PEI may request a new CRC or VSC at any time where circumstances, role changes, disclosures, or risk considerations warrant additional review.

5.7 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.

6. Screening Procedure

6.1 The Screening Committee may request that an Individual provide a VSC, CRC, or other screening documents for review and consideration at any time.

6.2 If an Individual's screening documents do not reveal a positive response ("yes"), the Executive Director will grant the Individual the right to participate in Baseball PEI sanctioned events.

6.3 In the event that a Screening Disclosure Form or Record Check reveals a positive response ("yes"), the following process will occur:

- The Screening Committee may request additional documentation from the Individual describing the positive response and any other information the Individual wishes the Committee to consider;
- The Screening Committee may require the Individual to submit a VSC, at the Individual's expense;



- The Individual will be informed that their application will not proceed until all required documentation has been received and reviewed.

6.4 The Screening Committee shall review all relevant documentation and, by majority vote, may:

- Approve the Individual for participation;
- Approve the Individual for participation subject to terms and conditions deemed appropriate; or
- Deny the Individual the right to participate in Baseball PEI sanctioned events.

6.5 Where participation is denied, written reasons for the decision will be provided to the Individual.

6.6 Decisions of the Screening Committee are final, binding, and effective immediately. No appeal is available.

7. Rationale for Enhanced Screening Requirements

7.1 Baseball PEI recognizes that Criminal Record Checks are an important screening tool but have limitations.

7.2 A CRC does not identify criminal convictions where a record suspension (pardon) has been granted, including certain offences involving sexual misconduct or vulnerable individuals.

7.3 A Vulnerable Sector Check may identify the existence of criminal convictions related to offences of a sexual nature or offences involving vulnerable persons **even where time has been served and a pardon has been granted**, in accordance with applicable law.

7.4 Baseball PEI believes that requiring a VSC for first-time Individuals, Individuals re-entering the system after a prolonged absence, or where otherwise deemed necessary, provides an enhanced level of protection for athletes and participants.

7.5 This approach reflects a balanced, risk-based screening model that strengthens participant safety, fulfills Baseball PEI's duty of care, and supports public trust while respecting privacy and due process.



8. Records and Confidentiality

8.1 All Vulnerable Sector Checks (VSCs) and Criminal Record Checks (CRCs) are submitted by Individuals through **RAMP**, Baseball PEI's secure online registration and screening platform, for the sole purpose of meeting screening and compliance requirements.

8.2 Screening documents uploaded to RAMP are accessed only by **authorized Baseball PEI staff appointed to manage screening and compliance** and are reviewed in accordance with this Policy and Screening Committee procedures.

8.3 Baseball PEI conducts an **annual review of screening records** to ensure compliance with initial screening requirements and the three-year Criminal Record Check renewal cycle.

8.4 The RAMP registration system utilizes secure access controls. Only authorized Baseball PEI personnel are permitted to view, assess, or manage screening documentation as required to carry out their duties.

8.5 Baseball PEI does not retain physical copies of screening documents. Electronic screening documents are maintained within RAMP only for the period necessary to confirm compliance and are not used for any other purpose.

8.6 Baseball PEI retains **written records of screening decisions, correspondence, and outcomes**, but not detailed police information, in accordance with applicable privacy legislation and organizational retention practices.

8.7 Screening information is handled in a confidential manner and will be disclosed only:

- to individuals authorized by Baseball PEI for screening purposes; or
- where disclosure is required or permitted by law.

9. Appeals

9.1 Decisions made under this Policy are final and binding and are **not appealable** under the Baseball PEI Appeal Policy.