Alberta Softball Umpires Association

BACKGROUND SCREENING POLICY

1. **Introduction**

Background screening of identified individuals is a vital part of providing a safe sporting environment and is a common practice among organizations that provide programs and services to the community in general and for youth specifically. A significant portion of the ASUA membership is under the age of 18 years, and most of the officiating assignments filled by ASUA members involve players under the age of 18.

1. **Requirements**

Each adult member of the ASUA (age 18 years or older as of May 1 of the current season) shall as a requirement of membership:

* Obtain a Police Information Check and Vulnerable Sector Check OR
* Complete a Screening Disclosure Form.

**There are no exceptions**. The Police Information Check, Vulnerable Sector Check and/or Screening Declaration Form shall be submitted by May 31 each year and must have been completed within the current calendar year.

The ASUA Background Screening Policy takes precedent over any policies in place at the Branch level.

It is the individual’s responsibility to obtain and pay associated costs of a Police Information Check and Vulnerable Sector Check.

Any adult who has not previously submitted a Police Information and Vulnerable Sector Check to an ASUA Branch is required to complete these checks and submit the results to the Screening Officer of the Branch in which s/he is registering. Upon request, a letter will be provided by the Branch President or the ASUA President/ UICto present at your police detachment to assist in waiving costs associated with Background Screening.

A Police Information Check and Vulnerable Sector Check, with no relevant offences, is good for five (5) years, subject to no crimes or charges being identified on the annual Screening Disclosure Form.

A new Police Information Check and Vulnerable Sector Check is required to be completed every five (5) years.

A Screening Disclosure Form must be submitted to the ASUA each year a Police Information Check and Vulnerable Sector Check is not required. The Screening Disclosure Form is to be submitted electronically through the ASUA website.

When a positive result for a charge or conviction pertaining to a relevant offence (see Section 3) appears on a Police Information Check or Vulnerable Sector Check, the individual may be declared ineligible for membership or may be declared ineligible from holding certain positions of responsibility.

Failure to participate in the screening process will result in the individual being declared ineligible for ASUA membership.

1. **Relevant Offences**

For the purposes of this Policy, guidelines, and examples of a relevant offence may be any of the following:

1. **If imposed in the last 5 years:**

* Any offence involving the use of a motor vehicle, including but not limited to impaired driving
* Any violation for trafficking and/or possession of drugs and/or narcotics
* Any offence involving conduct against public morals

1. **If imposed in the last 10 years:**

* Any crime of violence including, but not limited to, all forms of assault
* Any offence involving a minor

1. **If imposed at any time:**

* Any offence involving the possession, distribution, or sale of any child-related pornography
* Any sexual offence involving a minor
* Any offence involving theft or fraud

1. **Process**
   1. All Police Information Checks, Vulnerable Sector Checks and/or Screening Disclosure Forms will be submitted to the Branch’s Screening Officer (see Section 5).
      1. The Branch Screening Officer will determine whether the documents reveal a relevant offence.
      2. If the check is clear, the Branch Screening Officer will confirm with the member and update the appropriate Branch and ASUA records.
   2. Where relevant offence(s) are identified, the individual will be referred to the ASUA Screening Committee (see Section 6) to make decisions regarding the eligibility of the individual for membership in the ASUA. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police officers, risk management consultants, or volunteer screening specialists.
      1. The Screening Committee will convey its decision to the individual and the Branch Screening Officer.
      2. The decision of the Screening Committee may be appealed by the potential member to the ASUA Board of Directors, whose decision will be final.
   3. If a member subsequently receives a conviction for, or is charged with, a relevant office, s/he must report this circumstance immediately to the Branch Screening Officer, who shall communicate with the ASUA Screening Coordinator.
   4. If a member provides falsified or misleading information, his/her ASUA membership will be suspended, and s/he may be subject to further discipline.
2. **Branch Screening Officer**

Each Branch is responsible for designating a Screening Officer, who shall receive all Police Information and Vulnerable Sector Checks submitted by its adult members.

The Screening Officer will update regularly the ASUA’s database with the names of adult members within the Branch who have completed the required screening documentation.

Upon identification of a check that includes relevant offences, the Screening Officer will immediately refer the check to the ASUA Screening Committee for review and decision.

1. **ASUA Screening Coordinator and Committee**

The ASUA will appoint a provincial Screening Coordinator and a Screening Committee to review all Criminal Record Checks that include relevant offences. The Screening Coordinator will be the chair of the Committee.

The ASUA Screening Coordinator shall be appointed by the ASUA BOD. The Screening Coordinator cannot be a member of the BOD, or a Branch Screening Officer.

Based on its review of a case, the Screening Committee will:

* Confirm an individual’s membership in the Branch and ASUA; or
* Declare the individual ineligible; or
* Confirm an individual’s membership, but subject to terms and conditions as the Screening Committee deems appropriate, that may preclude the member from holding certain positions.

After rendering its decision, the ASUA Screening Coordinator will provide notice of the Committee’s decision to the individual and the Branch Screening Officer. If the individual is declared ineligible for membership, no registration fees will be returned.

The ASUA will not knowingly allow an individual who has a conviction for a relevant offence to hold a position of trust. However, when the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence, a person can occupy a position of trust without adversely affecting the safety of a participant, the Screening Committee may approve an individual’s placement.

If an individual fails to provide the required screening documents by May 31, s/he will be declared not in good standing by the ASUA. The Branch will be informed and directed not assign the individual any games until the required documents are submitted and reviewed. Where extenuating circumstances exist, such as a delay in obtaining results from the police, the individual must contact the Branch Screening Officer or ASUA Screening Coordinator with details of the circumstances and request a deadline extension.

1. **Records**

No copies of Police Information Check or Vulnerable Sector Check documents will be stored. Documents will be returned to the individual once the Branch Screening Officer or Screening Committee has completed its review.

The ASUA will maintain records indicating the year in which each member submitted a Police Information Check and Vulnerable Sector Check, was declared eligible or ineligible for membership, and the year, if applicable, the individual is eligible to be considered for membership.

The Screening Committee may retain written records of communication with individuals whose Criminal Record Check or the Screening Disclosure Form indicate a relevant offence, as well as copies of its decisions and written reasons for decisions. 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.

It is the responsibility of the ASUA Screening Coordinator to inform the Branch Screening Officer of the screening documentation required each year from returning members, including when the five-year period has expired, and a new Police Information Check and Vulnerable Sector Check are required.

1. **How to Obtain a Police Information Check and Vulnerable Sector Check**

Police Information Checks are done through police detachments. A Vulnerable Sector Check can only be done by the RCMP detachment where you are a resident. Please consult your local detachment for details and costs. Some detachments across the province are part of pilot project where the request can be submitted online. Two pieces of government-issued identification are required, one must be photo ID. You will need to provide proof of address. In certain situations, you may be required to undergo a fingerprint search if there is a match with your gender and birth date. It may take several weeks to receive your reports, depending on the volume of requests RCMP receive. If you are required to submit fingerprints, there is an additional wait time, which will vary depending on your individual circumstances.