



Softball Nova Scotia Screening Policy

Definitions

The following terms have these meanings in this Policy:

a) “Criminal Record Check (CRC)” The Criminal Record Review Act ensures that people who work with or may

potentially have unsupervised access to children or vulnerable adults undergo a criminal record check by the

Criminal Records screening -(working with children and/or vulnerable adults) also

searches for the existence of criminal records, outstanding charges, various charges and convictions, and any pardoned sex offences.

b) Affiliated Organization – includes an association or club which has been formed for the purpose of providing the sport of softball to its members. Those members having agreed to comply with the constitution, by-laws and policies of society.

c) “Personnel” – Softball NS personnel including members and volunteers whose position with Softball NS affiliated organizations is one of trust or authority which may relate to young people or people with a disability.

Purpose

To ensure a beneficial experience for participants, all Personnel will be screened before they can be accepted and placed within the organization. Ongoing screening through supervision, evaluation, and feedback helps Softball NS provide a safe and secure environment for participants.

Softball NS and its board member of Softball NS requires its volunteers, coaches who interact with athletes, or who are placed in a position of trust or authority, to obtain a CRC and complete a Screening Disclosure Form.



Application of this Policy

This Policy applies to all Softball NS directors and every volunteer of Softball NS organization, age 19 and over, whom at any time could be expected in the performance of their duties to:

All Softball NS directors and every volunteer and coaches of Softball NS Organization, age 19 and over, who at any time could be expected in the performance of their duties to: be with any vulnerable person must have on file the results of a Vulnerable Sector Check.

Softball NS will determine which Designated Categories will be subject to screening.

CRC and Screening Disclosure Forms are required for the following “Designated Categories” who work closely with athletes or officials and who occupy positions of trust and authority within Softball NS organizations:

- a) Softball NS Directors and Coordinators
- b) Coaches, Managers, Trainers
- c) Officials and Umpires
- d) Umpire Clinic Instructors
- e) Any other position(s), whether paid or volunteer, that involves interaction with minor participants

In lieu of a CRC, Personnel age 19 and under, who wish to apply for Designated Positions may submit a Screening

Disclosure Form and a letter of reference from someone in a leadership position in Softball NS, including coaches, administrators. Such positions submitting a Screening Disclosure Form and reference letter in lieu of a CRC must be supervised by an adult and cannot be placed in a leadership position.

Screening Tools

In its screening process, Softball NS organizations may use any combination of screening tools it determines necessary to screen Personnel. At a minimum, Personnel will submit CRC and Screening



Disclosure Forms. Additional screening tools may include but are not limited to: application forms, interviews and reference checks.

Policy

It is Softball NS policy that:

- a) CRC and Screening Disclosure Forms are mandatory for all adult positions in Designated Positions. There are no exceptions.
- b) Failure to participate in the screening process as outlined in this policy will result in the individual being ineligible for any of the Designated Positions.
- c) Softball NS organizations will not knowingly place in a Designated Position an individual who has a conviction for a 'relevant offence', as defined in this Policy.
- d) If a person in a Designated Position subsequently receives a conviction for, or is found guilty of, a relevant offense, he or she must report this circumstance immediately to Softball NS organization.
- e) If a person provided falsified or misleading information, that person will immediately be removed from his or her position and may be subject to further discipline in accordance with Softball NS Code of Conduct.

Screening

The implementation of this policy is the responsibility of Softball NS organization's screening.

The Executive Director is responsible for receiving all CRC and Screening Disclosure Forms, and, if appropriate, based on such reviews, making decisions regarding the appropriateness of individuals filling Designated Positions, will consult with Board of Director when necessary.

How to Obtain a Criminal Record Check with Vulnerable Sector Verification

CRC and Screening Disclosure Forms must be obtained before an individual can fill a Designated Position. Proof of the CRC and Screening Disclosure Form must be submitted to Softball NS organization prior to interacting with minor participants.

In Nova Scotia, to get a Vulnerable Sector Check (VSC) for volunteer work, you must get a Criminal Record Check (CRC) with a Vulnerable Sector search from your local police station or RCMP detachment.



Have a letter from the organization explaining the volunteer role and provide two pieces of identification.

- The VSC is a specific type of CRC that checks for records related to positions of trust with vulnerable individuals, such as children, the elderly, or disabled persons.
CRC/VSC: A CRC verifies criminal records, while a VSC is a special type of CRC specifically for roles involving vulnerable populations.
- **Purpose:** A VSC is necessary for anyone in a position of trust or authority over vulnerable individuals, such as children, the elderly, or those with disabilities.
- **Normally no cost for volunteers:** There is generally no charge for a Criminal Record Check if the purpose is for volunteering.
- **Validity:** While the CRC/VSC itself might be valid for a period, the requesting organization often specifies how recent it needs to be.
- **Gather your identification:** You'll need two forms of ID, including a government-issued ID like a driver's license, and one with your date of birth.
- **Complete the application form** for a CRC with a Vulnerable Sector check, available online or from your local police station or RCMP detachment.

The [Criminal Record Check and Vulnerable Sector check](#) process is convenient and easy:

Members will be screened through the RCMP.

- Fingerprinting may be required if there is a match with the individual's gender and birth date.

CRCs are valid for a period of three years, and Screening Disclosure Forms must be completed on an annual basis. Notwithstanding this, the Executive Director may request that an individual in a designated category provide CRCs or VSC for review and consideration. Such request will be in writing and will provide the reasons for such a request.

Relevant Offences

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

- a. If imposed in the last five years:



i. Any offence involving the use of a motor vehicle, including but not limited to impaired driving

ii. Any violation for trafficking and/or possession of drugs and/or narcotics

iii. Any offence involving conduct against public morals

b. If imposed in the last ten years:

i. Any crime of violence including, but not limited to, all forms of assault

ii. Any offence involving a minor

If imposed at any time:

i. Any offence involving the possession, distribution, or sale of any child-related pornography

ii. Any sexual offence involving a minor

iii. Any offence involving theft or fraud Records

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 or disciplinary proceedings