

Alberta Volleyball Screening Policy

POLICY:

All new volunteers, coaches and employees of the Alberta Volleyball Association (AVA) are required to complete a police record check.

POLICY DETAIL:

Individuals are those who are, or may be, in regular close physical contact with athletes (i.e. coaches, chaperones, drivers, etc.) and those who have administrative or fiscal responsibilities (committee members, and AVA Board members.)

All police record checks for volunteer's, coaches and employees are to be completed before starting in any position with the AVA.

Individuals will sign a Statement of Intent (on the Police Record Check Form) committing to reporting any offense or charges which occur after their initial police record check is completed and during the time they continue to be associated with the AVA.

A current police record check may be requested by the AVA at any time.

Review conducted by committee

A committee of the AVA Board comprised of the President, Executive Director and one volunteer from the law enforcement sector will review the police record checks and confirm reference checks have been completed. The Committee will be referred to as the Screening Committee (SC).

No member of the subcommittee will review police record checks of any person related to them. An alternate person will be appointed to the sub-committee by the AVA Board in such situations.

Employees, coaches and volunteers will be contacted only when a more detailed police record check is required.

- The SC will identify those individuals who will be required to continue the police record check process if they wish to be involved **with the AVA**.
- The SC will contact the individual immediately by telephone and follow with a letter stating they may not be a employee, coach or volunteer with AVA until they have completed the Police Record Check process by being fingerprinted by their local Police/RCMP detachment and sending the resulting letter of information from the Police Agency of Jurisdiction to the SC for review.

The SC will review the individual's police record based on, but not limited to, the offenses listed below.

Review of Offenses

Offenses that will preclude someone from volunteering with the AVA.

- Multiple convictions for a variety of offenses.
- Major crime(s) conviction (i.e. crimes of violence, or trafficking).
- Theft or fraud offenses.
- Convictions involving inappropriate behavior with minors.
- Certain drug/alcohol offenses
- Other convictions considered serious by law enforcement personnel or the SC.

Offenses that may restrict the duties/responsibilities of a volunteer with the AVA.

- Speeding offenses
- License suspensions for impaired driving or dangerous driving.
- Certain drug/alcohol offenses
- Other similar convictions considered serious by law enforcement personnel or the SC.

Note: According to law enforcement officials, persons having a criminal record can apply for a pardon after 10 years.

The SC will forward a letter to the individual with its decision on the status of the volunteer. The decision will indicate that:

- The individual is free to continue with their role with the AVA; or
- The individual is restricted to a specific capacity. (The letter for example, will state that the person should not drive athletes on behalf of Alberta Volleyball, but it will not specify if this is because of speeding tickets or an impaired driving conviction); or
- The individual is restricted from any involvement with AVA in any capacity. (No details from the security check will be communicated in the letter)

All police record checks will be treated confidentially and located in sealed envelopes in a locked filing cabinet at the AVA provincial office.

Appeal Procedure

An individual may appeal restrictions placed on them or their refusal, but must do so within 14 days from date of receipt of notification by registered letter from the SC. The individual must submit in writing the grounds for the appeal to AVA Board of Directors. The appeal will be reviewed by an Adhoc Committee of the Board of Directors and a decision will be issued in writing within 7 days of the appeal being filed. The decision is final. The individual will be notified in writing of the decision.