

# Employee and Volunteer Screening Policy

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Last updated: \_\_\_\_\_



## 1. Definition

**Safe sport** refers to our collective responsibility to create, foster and preserve sport environments that ensure positive, healthy and fulfilling experiences for all individuals.

**British Columbia Sports Hall of Fame and Museum** (The BC Sports Hall) is committed to creating a safe sport environment that is accessible, inclusive and free of abuse, harassment, discrimination and all forms of maltreatment.

Reporting concerns and violations to the **British Columbia Universal Code of Conduct** (BC UCC) is the responsibility of the BC Sports Hall. BC Sports Hall will investigate all reported violations as described in the BC UCC.

The following terms have these meanings in the Policy:

*“Criminal Record Check (CRC)”* – A search of adult convictions held within the RCMP National Repository of Criminal Records

*“Local Police Information (LPI)”* – additional conviction and selected non-conviction information in national and local police data sources which may be relevant to the position sought

*“Enhanced Police Information Check (E-PIC)”* – a Criminal Record Check plus a search of Local Police Information, available from a professional background and identity services firm.

*“Vulnerable Sector Check (VSC)”* – a detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, Local Police Information, and the Pardoned Sex Offender database

*“Vulnerable Individuals”* – A person under the age of 19 years old and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority.

*“Program Team”* – Employees, contractors, and volunteers who work directly with vulnerable individuals and participants.

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## 2. Purpose

The BC Sports Hall understands that screening personnel and volunteers is a vital part of providing a safe sport environment and is a common practice among sport organizations and facility operators that provide programs, facilities access, and services to the community.

The purpose of this document is to ensure all employees, contractors, and volunteers, who work directly with vulnerable individuals, children and/or athletes, have completed adequate Safe Sport training and screening, in order to provide a safe sporting environment for all participants, aligned with Safe Sport practices and the British Columbia Universal Code of Conduct (BC UCC).

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## 3. Application of this Policy

1. All members of the Program Team must submit evidence of completion of the following courses to the CEO within one (1) month of their start date:

[‘Respect in Sport’](#) or [‘Commit to Kids’](#)

2. Program Team members are expected to notify the CEO if they require additional support to complete the above-mentioned course(s) before the deadline, or foresee any reason they not complete all courses within the designated timeframe as soon as such reason becomes apparent.
  
3. Program Team members must provide a vulnerable sector check (VSC) annually.

The CEO must decide that an individual has not passed screening if the screening documentation reveals a disqualifying factor.