



CRIMINAL RECORD CHECK POLICY

1.0 PURPOSE

- 1.1 British Columbia Table Tennis Association has an ethical, moral and legal responsibility to provide to its staff, members, and other program participants a safe environment.

2.0 DEFINITIONS

- 2.1 Individuals -- includes all employees, volunteers whose position is one of trust/authority that have interaction with minors/vulnerable adults.
These individuals include all Directors, & NCCP Coach Developers.
- 2.2 Screening Officer – a designated individual, who will be responsible for receiving, reviewing and recording of all Criminal Record Checks (CRCs).
This individual will also determine whether any CRC reveals a Relevant Offense and will be assisted by a Screening Committee consisting of 2 Director2 and one voting member.

3.0 APPLICATION

- 3.1 The following individuals are subject to screening in accordance of this policy:
 - 3.11 All Board members.
 - 3.12 All paid staff.
 - 3.13 All volunteers in the delivery of NCCP coaching programs.
 - 3.14 All supporting individuals during tournaments, including but not limited to officials.

4.0 SCENING PROCEDURES

- 4.1 All individual covered by 3.0 APPLICATION above are required to have an up-to-date CRC before confirmation of their positions.
- 4.2 Failure to agree to have a CRC will lead to automatic disqualification.
- 4.3 If an individual's CRC reveals a relevant offense, that individual will be deemed ineligible for the position applied for.
- 4.4 After confirmation to a position, if an individual's latest CRC reveals a relevant offense, that individual will be disqualified.
- 4.5 An Appeal Policy is in place. If an individual mentioned in 4.3 & 4.4 does not agree to the decision made by the Screening Officer. Decisions by the Appeal Committee is final and binding.

5.0 RECORDS

- 5.1 All records are to be kept and maintained in a confidential manner. They will be available only as required by law, or for use in a legal or disciplinary proceeding.

6.0 TRAINING AND ORIENTATION

- 6.1 Training and orientation for all positions are provided upon confirmation.

**Approved by the Board of Directors Tuesday,
2019-February**