



**British Columbia Table Tennis Association**

Email: bctta.ad2025@gmail.com

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## **Employees & Volunteers Criminal Screening check Policy**

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### **1. PURPOSE**

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. DEFINITIONS**

- 1) Individuals -- include all employees, volunteers whose position is one of trust/authority that interact with minors/vulnerable adults. These individuals include all Directors, & NCCP Coach Developers.
- 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. APPLICATION**

The following individuals are subject to screening in accordance with this policy:

- A. All Board members.
- B. All paid staff.
- C. All volunteers in the delivery of NCCP coaching programs.
- D. All supporting individuals during tournaments, including but not limited to officials.

### **4. SCENING PROCEDURES**

- 1) All individuals covered by 3.0 APPLICATION above are required to have an up-to-date CRC before confirmation of their positions.
- 2) Failure to agree to have a CRC will lead to automatic disqualification.
- 3) If an individual's CRC reveals a relevant offense, that individual will be

deemed ineligible for the position applied for.

- 4) After confirmation of a position, if an individual's latest CRC reveals a relevant offense, that individual will be disqualified.
- 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 are final and binding.

## **5. RECORDS**

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. TRAINING AND ORIENTATION**

Training and orientation for all positions are provided upon confirmation.