



Criminal Record Check Policy

Date of Approval: July 8, 2026, Next Review: 2028
Approved by: Board of Directors

Purpose

To ensure that BCTTA, its members and affiliated organizations have a Criminal Record Check program in place to protect the health and safety of all BC Table Tennis participants.

Standards

- All BCTTA's members and affiliated organizations are required to maintain valid Criminal Record Checks, Vulnerable Sector Checks, and Enhanced Police Information Checks on file.
- Criminal Record Checks, Vulnerable Sector Checks, and Enhanced Police Information Checks are valid for 36 months from the date that has been stamped by BCTTA's approved provider.
- The Board, or executive of a BCTTA's affiliated organization, sanctioned league or tournament, must ensure that only those directors, volunteers, employees, officials and coaches who have met Criminal Record Check, Vulnerable Sector Check or Enhanced Police Information Check requirements participate in their role/activity as determined by the organization.
- The Risk Management Officer of BCTTA or an organization has the authority to:
 - a) Require an individual to provide additional information as part of the Criminal Record Check review process.
 - b) Require an individual to submit a new Criminal Record Check before the anticipated renewal date.
 - c) Specify the Criminal Record Check provider that an individual must use.
 - d) Decide if an individual can continue in their current or potential role.
- If a director, volunteer, employee, official or coach of BCTTA, is charged with or convicted of an offence, that person must report the charge or conviction to BCTTA within 24 hours, BCTTA must request within 24 hours that the charged or convicted person obtain a new Criminal Record Check, Vulnerable Sector Check, Enhanced Police Information Check and determine, within timelines specified by BCTTA, if that person is suitable to continue carrying out his or her duties.
- Directors, Volunteers, staff, employees, officials or coaches who are age 19 years or older must have a completed Criminal Record Check on file.
- Occasional volunteers with BCTTA and in all member and affiliated organizations are not required to complete a Criminal Record Check; however, they may only have interactions with a vulnerable person if an adult who has completed a Vulnerable Sector Check and an Enhanced Police Information Check is present.

Definitions

- Completed: A Criminal Record Check, Vulnerable Sector Check, or Enhanced Police Information Check that was conducted through a BCTTA's approved provider, that has been received with no flags (i.e., is clear) or has been received and reviewed by the BCTTA's Risk Management Officer, and a decision has been made whether or not the individual is cleared to continue in their role or another role.
- Occasional Volunteers: Those volunteers who participate once every three months or less or on a "one-off" basis.
- Vulnerable Person: Any youth, or an adult who is or may be unable to take care of themselves or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason.

Guidelines

The following providers and checks are acceptable for a Vulnerable Sector Check:

- a) RCMP – Vulnerable Sector Check
- b) Local municipal police department – Vulnerable Sector Check
- c) Criminal Record Review Program – Vulnerable Sector Check (Working with adults and working with children must be selected)
- d) Sterling Backcheck's Enhanced Police Information Check (EPIC) ISB Criminal Record Check

Records

Written records obtained in the course of implementing this policy will be maintained in a confidential manner conforming to the British Columbia Personal Information Protection Act and will not be disclosed to others except as required by law, or for use in a legal or disciplinary proceeding.

Application Procedure must comply with BCTTA's Bylaws, Rules and Regulations, Policies, decisions and directives of BCTTA.