



Volunteer Screening Policy

Purpose

The purpose of this policy is to ensure that all members of the LBAA are aware of the requirement for volunteer individuals that work with or for LBAA through organized and endorsed activities and events, and are specifically working with any vulnerable participants to undergo the appropriate Police Record Check.

Policy Application

1. A current Police Record Check (PRC) may be requested by LBAA at any time.
2. “Individuals” are defined as those who are, or may be, in close regular physical contact with vulnerable participants. Examples are coaches, chaperones, and drivers and may include parents of participants.
3. Vulnerable participants are defined as athletes under the age of 18 or special needs adults that are members of the LBAA association through their affiliated clubs.
4. All PRC’s are to be completed and submitted to LBAA before starting any position or assisting with programs for vulnerable participants.
5. Following the initial submission of a Police Record Check, all individuals will sign a statement committing to reporting any offense or charges which occur after the initial PRC is completed, and during the time they continue to be associated with the LBAA.

Review and Notification

1. A committee consisting of the LBAA Executive Director, President, and one of the Vice Presidents, shall review all PRC’s and Volunteer applications.
2. The following offenses will preclude someone from becoming an approved LBAA volunteer:
 - a. Multiple convictions for a variety of offenses.
 - b. Major crime(s) conviction (i.e. crimes of violence or trafficking).
 - c. Convictions involving inappropriate behaviour with minors.
 - d. Theft or Fraud offenses.
 - e. Drug or Alcohol offenses.

3. The following offenses may restrict the duties or responsibility of a volunteer with LBAA:
 - a. Multiple Speeding offenses.
 - b. License suspension(s) for impaired driving or dangerous driving.
 - c. Drug or Alcohol offenses.
4. Should the committee review result in either the volunteer being unacceptable as a volunteer or the volunteer's duties or responsibilities being restricted, said volunteer shall be contacted as follows:
 - Immediately via telephone call
 - Followed up with a letter within 7 days of the decision, stating the reasons for said denial or restrictions.
 - The letter shall also include advice regarding the process for appealing said decision.

Appeal Procedure

1. An individual may appeal the denial or restrictions placed on them, but must do so in writing to the Board of Directors of the LBAA, within 14 days of the receipt of notification by LBAA.
2. The appeal, if granted, will be reviewed by the LBAA Board of Directors, and an appeal hearing held within 30 days of the appeal acceptance.
3. Any decision made by the LBAA Board of Directors following the hearing shall be final and is not subject to further appeal. All parties involved will be advised in writing of the decision.