

1.7 VOLUNTEER SCREENING

Policy Section	Change	Date Approved
B. vii.	Police Information Checks and Disclosure Forms due every three (3) years	July 26, 2026
B. viii.	Individuals are required to disclose relevant offences between required processes dates	July 26, 2026

Ringette BC is responsible to its Members for doing everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. Screening of volunteers is an important part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services.

A. Application of the Volunteer Screening Policy

- i. This policy applies to all volunteers who work with athletes and/or who occupy positions of trust and authority within Ringette BC

Such positions include:

1. Coaches, assistant coaches, trainer, team manager or other team staff positions.
2. All on-ice “helpers” and dressing room “supervisors” regardless of the age of the children being helped / supervised or the relative importance of the helper or supervisor.
3. All Division Coordinators.
4. Any persons appointed to accompany a Ringette BC, League or club-Association team to an event or competition.
5. All Board Members.

- ii. Exemption:

Event volunteers not supervising or alone with children are exempt from the requirement (ie. 50/50 sales, scorekeepers, etc.)

B. Process for Screening

- i. Each member League and club-Association will have a form called “Volunteer Screening Form”, posted on their website or available by email or telephone request to the executive of the League or club-Association.
- ii. The Volunteer Screening Form is to be used by all persons required to be screened without exception.
- iii. The Volunteer Screening Form must provide fields for volunteers to provide personal identification information, and for the volunteer to state their preferred role.

- iv. All potential volunteers submitting their volunteer interest to the association in the capacities listed above will be screened using Police Information Checks before being awarded a volunteer position. Police Information Checks shall be provided by law enforcement or other government agency.
 - v. There will be no exceptions.
 - vi. Individuals whose Police Information Check (or voluntary disclosure form) returns confirmation of any Relevant Offence will not be allowed to participate in any volunteer position for any Ringette BC Member Association covered under the Scope of this policy.
 - vii. Ringette BC expects and requires documentation of compliance with this expectation that Leagues and club-Associations will manage the screening process for their volunteers. Local club-Associations will be responsible for any cost of police checks. Police Information Checks are valid for a maximum period of three years and must also be completed at any time a volunteer experiences a change in circumstances that may affect the validity of their most recent Police Information Check.
 - viii. Individuals who acquire a relevant offence in the time between checks are required to disclose the information to their Association and remove themselves from programming immediately.
 - ix. Each Association is required to provide written confirmation to Ringette BC by December 15th of each year that all persons who are required to be screened have successfully passed the screening process.
- C. Relevant Offences: For the purposes of this policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:
- i. Any provincial or federal offence involving the possession, distribution, or sale of any child-related pornography;
 - ii. Any provincial or federal offence of a sexual nature;
 - iii. Any provincial or federal offence of a violent nature, including but not limited to, all forms of assault;
 - iv. Any provincial or federal offence involving harassment or persecution of a group of people or individual;
 - v. Any provincial or federal offence involving a minor or minors; and
 - vi. Any provincial or federal offence that would cause a reasonable person to doubt the suitability of the volunteer in the capacity requested.