



Policy Name CRIMINAL RECORD REVIEWS		Date of Approval October 13, 2017	Activation Date October 13, 2017
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1.0 Gymnastics BC Policy on Criminal Records Review (CRR)

Gymnastics BC is required to adhere the Province of British Columbia's Criminal Records Review Program for all of its staff and chooses to apply the Program to its Member Coaches, and Volunteers in Designated Categories.

This is one of several policy tools that GBC uses to fulfill our ethical, moral and legal responsibility to provide a safe environment and to protect members from harm. GBC is responsible, at law, to do everything reasonable to provide a safe and secure environment for participants in its programs. GBC takes very seriously, and is committed to fulfilling the duty of care it owes to its members.

Criminal Record Check Screening is an important part of providing a safe environment and has become a common practice among organizations in the non-profit sector that provide programs and services to youth in the community.

2.0 Application of the Criminal Records Review

2.1 Policy Statement

It is GBC's policy that:

- a. Individuals in designated categories will be screened using a Criminal Records Review or Police Record Check (CRR). *(see 2.3 for designated categories)*;
- b. The Criminal Records Review will include a search of the relevant sections of the Criminal Code and the *Controlled Drugs and Substances Act* for offenses of concern for those working with children and youth, and / or with vulnerable adults. The list of relevant sections can be found at <https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/offences-reviewed>;
- c. CRRs will be mandatory for all individuals in the designated categories noted in this policy. There will be no exceptions;
- d. Failure to participate in the CRR process as outlined in this policy will result in ineligibility of the individual for the position;
- e. GBC will not knowingly place in a designated category, or allow to remain in a designated category, an individual who has a criminal conviction for a 'relevant offence', as defined in this policy;
- f. Should an individual in a designated category be charged with a relevant offence, as defined in this policy, that individual will be suspended from the position by GBC, pending the resolution of the charge. Should a registered



Coach affiliated with a Full Member Club be charged with a relevant offence, that coach will be suspended as a registered coach with GBC, pending a resolution of the charge;

- g. Should an individual in a designated category receive a conviction for a relevant offence, he or she will face immediate expulsion from GBC. An individual so expelled may be reinstated to membership upon written application to the GBC Board of Directors, whose decision on the request for reinstatement will be final and binding;
- h. Should an individual receive a conviction for a relevant offense, be expelled from GBC, and have his or her reinstatement to membership denied by the GBC Board of Directors in accordance with paragraph (f), the individual may reapply in writing to the GBC Board of Directors for reinstatement to membership after a period of five years from the decision of the GBC Board of Directors to deny the application for reinstatement.

2.2 Membership Acceptance

In accordance with Bylaw 2.12, the Board of Directors have the authority to refuse membership to protect the reputation and integrity of the Society.

2.3 Application of the CRR Policy

2.3.1 Designated Categories

For the purposes of this policy, 'designated categories' have been established for application of the policy and are considered to include persons who work closely with minor athletes and who occupy positions of trust and authority within GBC and our Full Member Clubs. GBC will determine, based on age of participants, setting, nature of the activity and degree of supervision, which designated categories of persons will be subject to screening through a CRR.

Designated categories include:

- a. individuals in paid GBC staff positions;
- b. members of the GBC Board of Directors;
- c. coaches of provincial teams;
- d. volunteers appointed to accompany provincial teams to events or competitions;
- e. volunteers at major GBC-hosted events identified by GBC as requiring CRRs;
- f. all registered coaches;
- g. all registered judges;
- h. other positions as may be determined by the Association from time-to-time.



2.3.2 The Screening Function

- a. All GBC Staff, GBC appointed coaches, and volunteers seeking positions with provincial teams, will ensure a current CRR is on file with GBC prior to being confirmed for the position.
- b. New Board members will submit a CRR within 30 days of being elected or appointed to the Board of Directors.
- c. All registered coaches and officials must submit a CRR prior to the commencement of activity which places them in a designated category
- d. At its sole discretion and on a one-time basis, GBC may identify as designated categories certain volunteer positions at major events hosted by GBC, and may request CRRs from such volunteers.
- e. At its sole discretion, GBC may agree to accept a "Shared Result" of a previous Criminal Record Check performed in BC under the Criminal Records Review Program, if such a Check was performed within 18 months. The individual sharing their previous results will have to undergo future Criminal Record Checks in compliance with the required maximum 3-year period between checks as stated in this policy.

2.3.3 Relevant Offences

Relevant offences are those offences for which pardons have not been granted, as defined in the Criminal Records Review Act of the Province of British Columbia as Relevant and/or Specified Offences or other such Offences as may be determined by the Act. Gymnastics BC additionally considers any criminal offence involving the use of a motor vehicle; any child pornography offense; any violations for trafficking under the Controlled Drug and Substances Act; any crime of violence including assault; any criminal offence involving a minor or minors; any criminal offense involving theft, fraud or embezzlement; or any sexual offence involving a minor or minors, to be a relevant offence.

3.0 Criminal Record Review Procedure

3.1 Applying for a CRR

Online services are available for applicants through Gymnastic BC's registration as a Volunteer organization. This option provides a quicker turn-around for applicants. Each applicant must first contact GBC for the unique link required to access this service.

Applications for a "*Consent to a Criminal Record Check*" can also be submitted by fax or mail.



Consent forms are available at: <http://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/forms>.

3.2 Cost and Payment for a CRR through the Province of BC's Criminal Records Review Program

3.2.1 GBC Volunteers

There is no cost for CRRs for GBC volunteers.

3.2.2 Event Volunteers

Should GBC decide to obtain CRRs for volunteers at major events, the cost to obtain such CRRs will be determined on an event-by-event basis.

3.2.3 Individuals Receiving Remuneration for Services

Individuals, including contractors, who receive remuneration for their services are required to pay the prescribed fee associated with obtaining a CRR.

3.2.4 GBC Staff

GBC will pay the applicable costs for GBC staff

3.2.5 CRR's and/or Police Record Checks Obtained through other means

Any individual obtaining a CRR or PRC through a means other than the Criminal Records Review Program, will be responsible for all associated costs.

3.3 CRR Results Review and Action

GBC will receive and review all CRRs of GBC staff, registered coaches and officials, contractors and volunteers to determine whether the individual's CRR reveals a relevant offence.

3.3.1 No Relevant Offense Found

If an individual's CRR does not reveal a relevant offence, the individual is eligible for the position.

3.3.2 Relevant Offense Found

If an individual's CRR reveals a relevant offence, the Governance Committee will notify the individual that the individual is ineligible for the position.



3.3.3 Request for Reconsideration

If the individual is found to be ineligible because a relevant offense has been found through the CRR process, the individual may request a reconsideration or exemption from the Governance Committee. The decisions of the Committee are final and binding.

4.0 Criminal Records Review Timing

Gymnastics BC requires that a CRR be conducted every three years. Notwithstanding this, GBC may at any time request that an individual in a designated category provide a CRR if GBC has grounds to believe that the results of the CRR obtained previously are no longer accurate.

5.0 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.

6.0 Responsibilities of Full Member Clubs

GBC Full Member clubs are responsible for ensuring that all individuals associated with the club who are in a designated category have a valid CRR on file with Gymnastics BC.

GBC Full Member Clubs are strongly encouraged to institute screening of CRRs for other Club positions, such as club board members, owners, staff and volunteers who work closely with minor athletes and occupy positions of trust and authority.