



TAEKWONDO BC

VOLUNTEER AND EMPLOYEE SCREENING POLICY

11.1 POLICE RECORD CHECKS POLICY

This policy on Police Record Checks ('PRCs') is one of several policy tools that Taekwondo BC uses to fulfill this legal responsibility to provide a safe environment and to protect its members from harm.

11.2 RELEVANT OFFENCES

For the purposes of this policy, 'relevant offences' are these offences for which pardons have not been granted: any criminal offence involving the use of a motor vehicle; child pornography offenses; 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.

11.3 DESIGNATED CATEGORIES

For the purposes of this policy, 'designated categories' are those classes of persons who work closely with minor athletes and who occupy positions of trust and authority. Such designated categories may include but are not limited to individuals in paid staff positions, members of the Board of Directors, coaches of provincial programs, volunteers appointed to accompany provincial junior teams to events or competitions, and volunteers at major Taekwondo BC-hosted events.

11.4 POLICY

- a) Individuals in designated categories will be screened using PRCs.
- b) Failure to participate in the PRC process as outlined in this policy will result in ineligibility of the individual for the position.
- c) A PRC must be current. A PRC older than 4 years is no longer valid and a new PRC must be obtained.
- d) Taekwondo BC 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.
- e) 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 Taekwondo BC, pending the resolution of the charge.
- f) Should an individual in a designated category receive a conviction for a relevant offence, he or she may face immediate expulsion from Taekwondo BC.

11.5 SCREENING FUNCTION

- a) The BC Taekwondo Secretary General will receive and file all PRC's in record.
- b) The role of the Board of Directors is to review and make decisions based on PRCs.
- c) In carrying out its duties, the Board of Directors may consult with independent experts.

11.6 PROCEDURE

- a) Each individual in a designated category will supply their own current PRC. The results of the PRC will be supplied directly to the Secretary General of Taekwondo BC from the screening provider.
- b) PRC must be obtained from areas (provinces/states/counties and/or countries) that the individual has resided in during the past 10 years.

- c) Should Taekwondo BC require an individual in a designated category to obtain a PRC then Taekwondo BC may but is not required to reimburse said individual once the PRC has been received by Taekwondo BC.
- d) The Secretary General will receive and review all PRCs to determine whether the individual's PRC reveals a relevant offence. If an individual's PRC does not reveal a relevant offence, the individual is eligible for the position.
- e) If an individual's PRC reveals a relevant offence, Taekwondo BC will notify the individual and the Board of Directors will determine if the individual is eligible for the position.
- f) If the individual is found to be ineligible, the individual may request a hearing with the Board of Directors. The decision of the Board of Directors is final and binding.

11.7 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 and Privacy Act*, and will not be disclosed to others except as required by law, or for use in a legal or disciplinary proceeding.

11.8 RESPONSIBILITIES OF FULL MEMBER CLUB/FACILITIES

Taekwondo BC member club/facilities are responsible for screening the PRCs of club coaches. Club/Facilities may request advice from Taekwondo BC regarding questionable PRCs. It is recommended that all screening activities be completed prior to confirming employment or commencement of job duties of coaches.