

CANADIAN FEDERATION OF AMATEUR BASEBALL

SCREENING POLICY

Definitions

1. These terms will have the following meaning within this policy:
 - a. *“Baseball Canada”* – Canadian Federation of Amateur Baseball.
 - b. *“Individual”* – Baseball Canada Representatives, Umpires, Umpire Supervisors, Scorers, Coaches, chefs de mission, and trainers participating at identified Baseball Canada sanctioned events and any person identified by Baseball Canada
 - c. *“Baseball Canada Sanctioned Event”* – National Championship Events and all National Team activities within a program cycle as identified by the Executive Director of Baseball Canada
 - d. *“Record Check”* – Enhanced Police Information Check offered by Sterling BackCheck, Vulnerable Sector Check, Criminal Record Check or an equivalent background check acceptable to Baseball Canada

Policy Statement

2. Screening is an ongoing process performed by an organization to identify individuals involved with the organization’s activities who may pose a risk to the organization and its participants. Screening practices play a role in fulfilling an organization’s moral, legal and ethical responsibilities to the people it reaches.

Purpose

3. Baseball Canada understands that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the community. Baseball Canada is responsible, by law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities, and events.

Executive Director and Screening Committee

4. The implementation of this Policy is the responsibility of the Baseball Canada’s Executive Director and the Screening Committee. The Screening Committee will be persons appointed by the Board of Directors of Baseball Canada. The Screening Committee can meet by any means as determined by the Executive Director. The Executive Director can be a member of the Screening Committee.
5. The Executive Director is responsible for assisting the Screening Committee.

Obligations

6. Failure or refusal to participate in the screening process as outlined in this Policy will result in automatic ineligibility to participate in a Baseball Canada sanctioned event.
7. All Individuals intending to participate at Baseball Canada sanctioned events will be required to provide a Record Check or an equivalent background check acceptable to the Baseball Canada Screening Committee. The Record Check or equivalent background check will remain valid for a period of 36 months (Individuals must still complete Registration and Screening Disclosure Forms on annual basis).

8. All Individuals will on annual basis:
 - a. Complete the Registration and Screening Disclosure Form as a condition of participation at a Baseball Canada event.
 - b. Immediately inform Baseball Canada of any changes in their circumstances that would alter their responses to the Registration and Screening Disclosure Form prior to their attendance at the Baseball Canada sanctioned event (*i.e., if an Individual receives a conviction for, or is found guilty of, an offence, or if they receive a disciplinary sanction resulting in a multi game suspension, they will report this circumstance immediately to Baseball Canada*).
9. At the sole discretion of the Screening Committee, in the instance of an Individual providing falsified or misleading information, the Screening Committee may immediately implement conditions, or suspend or terminate that Individual from participation at a Baseball Canada event and the Individual may be subject to further sanctions pursuant to Baseball Canada's *Discipline Policy*.

Procedure

10. The Screening Committee may request that an Individual provide a Vulnerable Sector Check (VSC) or other screening documents for review and consideration at any time.
11. If an Individual's documents do not reveal a positive response ("yes") the Executive Director will grant the Individual the right to participate at the Baseball Canada event.
12. In the event that a Screening Disclosure Form discloses a positive response ("yes"), the following will occur:
 - a. Documentation may be requested, as determined by the Screening Committee, from the Individual describing the positive response and any additional information the Individual wishes the Screening Committee to consider.
 - b. The Screening Committee may request the Individual submit a VSC, at their own expense.
 - c. The Individual will be informed by the Screening Committee that their application will not proceed until such time as the required documents are received.
13. The Screening Committee will receive and review all relevant and requested documents and information.

Subject to the review of the documents and information, the Screening Committee, by majority vote, will:

 - a. Approve an Individual for participation at the Baseball Canada event; or
 - b. Approve an Individual for participation at the Baseball Canada event subject to terms and conditions as deemed appropriate; or
 - c. Deny an Individual the right to participate at the Baseball Canada event.
14. Where the Screening Committee denies an Individual the right to participate at the Baseball Canada event, the reasons for such decision will be provided, in writing, to the Individual.
15. The decision of the Screening Committee is final and binding and will be effective immediately.

Records

16. Baseball Canada will return all copies of any received documents to the Individual or destroy such documents, but will retain written records of communication with Individuals whose Screening Disclosure Form or Record Check indicate a relevant offence, as well as copies of its decisions and written reasons for decisions.
17. Any information relating to a Screening Disclosure Form, Record Check, or decision rendered under this Policy will be disclosed to any third party deemed appropriate by Baseball Canada.

Appeals

18. Decisions made under this policy are final and binding and are NOT appealable under the Baseball Canada Appeal Policy.

Review and Approval

19. This Policy was approved by the Board of Directors of Baseball Canada on June 22nd, 2019.

CANADIAN FEDERATION OF BASEBALL
(Baseball Canada)

REGISTRATION AND SCREENING FORM

Please attach any additional pages to this form as necessary to provide complete information.

APPLICANT INFORMATION:

Last Name:	First Name:
Middle Name:	Other Names Used:
Street:	City:
Province:	Postal Code:
Date of Birth:	Email Address:
Club:	

APPLICANT DECLARATION:

1. Are you presently subject to criminal charges or have you ever been convicted of a crime or subject to a peace bond? Yes ___ No ___ If yes, please describe below for each conviction. Note: you may be required to provide a copy of the conviction / peace bond.

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation:

2. Have you ever been charged, disciplined or sanctioned by a sport body, tribunal or government agency. If yes, please provide an explanation:

Details of charge, discipline or sanction:

Name and Jurisdiction of proceeding: _____

Further Explanation:

3. Have you ever been subject to a legal action (Civil Action or Claim) (i.e. finding, judgement, ruling, out of court settlement, etc.) related to your involvement with sport? Yes _____ No _____

If yes, please describe each finding, judgment or ruling below. Note: you may be required to provide a copy.

Court Finding: _____ Out of Court Settlement: _____

Type of Offense or Finding: _____

Year of Offense or Settlement: _____

Further Explanation:

(Please attach additional page(s) as necessary).

APPLICANT CERTIFICATION:

I hereby certify that the information contained in this application is accurate, correct, truly and completely represented. By completing and submitting this application I agree to abide by Baseball Canada’s Bylaws and policies and to be governed by Baseball Canada’s Code of Professional Conduct and Disciplinary Procedures.

I further certify that I will immediately inform Baseball Canada of any changes in my circumstances that would alter my responses to the Registration and Screening Disclosure Form

prior to my attendance at the Baseball Canada sanctioned event. Failure to do so may result in my disqualification from participation to participate at Baseball Canada events.

SIGNATURE: _____

DATE: _____

PLEASE RETURN COMPLETED FORM TO BASEBALL CANADA AT (EMAIL):

safesport@baseball.ca

- *Privacy Statement: Baseball Canada has an obligation to disclose information to third parties. By completing and submitting this Registration and Screening Disclosure Form, the individual consents and authorizes Baseball Canada to collect, use and disclose his or her personal information, including all information provided in the Registration and Screening Disclosure Form, to any other organizations in Canada and internationally, including any other organizations involved in the governance of the sport as required. Baseball Canada does not distribute personal information for commercial purposes.*

By signing below I acknowledge I have read and I consent to the Privacy statement. I certify that all information I have provided as part of this Registration and Screening Form is accurate and complete.

SIGNATURE: _____

DATE: _____