



## Baseball Ontario Screening Policy

Baseball Ontario and its Member Associations have a duty to provide the safest possible experience to all players, coaches, volunteers, and officials in our game. Screening is an essential component that is broadly defined as an ongoing process that improves the safety and quality of programs and services, reduces risks and liability, and better matches peoples' skills and abilities to the needs and opportunities of an organization. Screening is an insurance requirement that is performed by an organization to identify individuals involved in activities that may pose a risk to the Organization. Screening practices play a role in fulfilling an organization's moral, legal and ethical responsibilities to its participants.

Throughout this policy, "**Organization**" shall refer to either Baseball Ontario or a Member Association:

- Baseball Ontario will comply with this Screening Policy on behalf of itself and all provincial teams operated by Baseball Ontario.
- A Member Association will comply with this Screening Policy on behalf of itself and all teams operated by the Member Association.

All volunteers and employees of an Organization are required to comply with this Screening Policy. Where a third party is providing the services typically associated with a volunteer or employee, the Organization should ensure that the third-party provider is following the screening requirements that would apply if the person were a volunteer or employee.

This Policy sets out the minimum requirements that are expected. An Organization may add to the requirements at its discretion, but cannot remove requirements.

### Acceptable Types of Police Record Checks:

"CRJMC" – Criminal Record and Judicial Matters Check

"EPIC" – Enhanced Police Information Check

"VSC" – Vulnerable Sector Check

**Note:** A Criminal Record Check ("CRC") will not satisfy the Record Check requirement described in this policy.

An EPIC is available online from Sterling Backcheck. Baseball Ontario has joined the Coaching Association of Canada's Responsible Coaching Movement and therefore has access to an EPIC at a discounted rate. Individuals can obtain an EPIC via <https://ondeck.baseballontario.com/my-account/certs> (login required; choose Sterling from Available Certifications).

Other police record checks are available from the local police service where an individual resides, or the OPP based on jurisdiction, and may also be available online. Individuals in volunteer positions can obtain a police record check at no cost, but they may require a letter from the Organization that confirms eligibility and type of check required. Organizations may write their own letter or use the letter provided in Appendix 4.

### Application:

This Policy applies to all individuals whose position with the Organization is one of trust or authority. The Organization will determine which individuals will be subject to screening according to the position they hold and its inherent risk level, based on the following:

### Level 1 – Low Risk

Definition: Individuals involved in low-risk assignments are those who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Individuals. Examples:

- Parents, youth, or volunteers who are helping on a non-regular or informal basis.
- Programs where volunteers are never left unsupervised with Vulnerable Individuals, and activities do not include travel without the Vulnerable Individual's parent/guardian.
- Volunteers and employees involved with Adult Leagues (i.e., Leagues where no participants are under the age of 18).
- Umpires who are never alone with children or Vulnerable Individuals, and only interact on the field of play in the duty of the game.
- Tournament personnel who are never alone with children or Vulnerable Individuals and only interact on the field of play in the duty of the tournaments.

Requirements: Individuals in a Level 1 role will:

1. Complete and provide a Screening Disclosure Form (Appendix 2)
2. Participate in training, orientation, and/or monitoring as required (Appendix 1)

### Level 2 – Medium Risk

Definition: Individuals involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to Vulnerable Individuals. Examples:

- Non-coach employees, managers or supervisors
- Directors
- Coaches or support personnel of non-travelling teams

Requirements: Individuals in a Level 2 role will:

1. Request and provide a CRJMC or EPIC
2. Participate in training, orientation, and/or monitoring as required (Appendix 1)

## Level 3 – High Risk

**Definition:** Individuals involved in high-risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, and who have frequent or unsupervised access to Vulnerable Individuals. Examples:

- Coaches or support personnel (e.g., trainers or first aiders) who travel with players (i.e., travel teams that play some or all games outside the geographic boundaries of the Organization)
- Coaches or support personnel who could be alone with players.
- Umpire leaders (e.g., UIC, Umpire Supervisor) who work with individuals under the age of 18.

**Requirements:** Individuals in a Level 3 role will:

1. Request and provide a VSC (only if born earlier than February 28, 1986) otherwise request and provide a CRJMC or EPIC
2. Participate in training, orientation, and/or monitoring as required (Appendix 1)

## Additional Commitments

Individuals at **all risk levels** are expected to comply with Baseball Ontario's Supervision (Rule of 2) Policy. Organizations must ensure awareness and compliance of this policy with their volunteers and employees.

Individuals that are involved with multiple Organizations must comply with the screening requirements of each Organization. Where an individual has multiple roles within an organization, they only need to meet the screening requirements once, at the highest applicable risk level.

Any individual who is involved at the Baseball Canada level (e.g., Chefs de Mission) must comply with their screening policy. Anyone who requires a police record check in accordance with this policy is encouraged to get an EPIC from Sterling Backcheck, to avoid needing to obtain two separate record checks.

## Procedure:

In their **first year** as a volunteer or employee with an organization, each individual 18 years of age or older will complete screening as described above, according to their level of risk.

When required, the police record check provided to the Organization:

- Must have been completed in the last 6 months;
- May have been obtained and used for another purpose including for an employer or other organization with which the individual volunteers; and
- May be produced by a local police service, provincial police force, national police force or other similarly credentialed provider.

In their **second and third year**, individuals must provide an attestation to the Organization before engaging in any volunteer or employment activities, that to the best of their knowledge, they have not been arrested, convicted or investigated for any criminal activity since their last police record check or screening disclosure form was provided. This may be done using the Screening Renewal Form provided

(Appendix 3), or the Organization may use its own form if it satisfies the same requirement.

In their **fourth year**, a new CRJMC/EPIC or must be provided in accordance with the above requirements and restart the 3-year cycle. Organizations may require Level 1 – Low Risk individuals to provide a new Screening Disclosure Form at their discretion.

For individuals in a Level 3 – High Risk role, a VSC only ever needs to be completed once, and thereafter a CRJMC or EPIC will be required when the next screening is due in 3 years. Any returning Level 3 volunteer with a clear VSC in the past is also only required to obtain a CRJMC or EPIC.

Recruitment of volunteers is often completed close to or after the start of the baseball season. While every effort should be made by individuals to obtain their required VSC/CRJMC/EPIC prior to engaging in volunteer activities, should it not be available prior to commencing volunteer duties the following process will be accepted:

1. The VSC/CRJMC/EPIC acquisition process, as applicable, must have been initiated.
2. The individual will provide evidence to the Organization that the VSC/CRJMC/EPIC acquisition process has started (payment receipt, signed form from police service, acknowledgement from online service, etc.).
3. The Organization will replace the “evidence” document with the confirmation of having seen the VSC/CRJMC/EPIC, once provided.
4. No individual in a Level 2 or Level 3 role will be permitted to continue as a volunteer or employee for more than six (6) weeks without a completed VSC/CRJMC/EPIC (unless the wait time in their area is verified to be longer).

After completing the screening requirements, any individual that is charged with, convicted, or found guilty of an offence, or had a change in circumstance that would alter their original responses on the Screening Disclosure Form, must report this to the Organization immediately. This may result in the individual being removed from their position.

If Baseball Ontario or the Member Association learns that an individual has provided false, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with Baseball Ontario’s *Discipline Policy*.

## Minors

In Ontario, a minor is defined as a person who is under 18 years of age. When screening minors, the Organization will not require the individual to obtain a VSC or CRJMC/EPIC. Instead, they will conduct an interview with the individual to determine suitability as an employee or volunteer.

Notwithstanding the above, the Organization may ask a minor to obtain a VSC or CRJMC/EPIC if the Organization reasonably suspects that they are a young person with an adult conviction, which is therefore a *criminal record*. In these circumstances, the Organization will be clear in its request that it is not asking for the young person’s *youth record*. Baseball Ontario and its Member Associations understand that they may not ask to see a young person’s youth record.

## Organization Requirements:

The Organization for which an individual is volunteering or working must:

- Establish a Screening Committee, as defined below.
- Determine if they will keep the applicant's police record check and Screening Disclosure Form or return it to the applicant once it has been reviewed. Baseball Ontario highly recommends returning all personal documents to the individual.
- Maintain a record of the Screening Committee having reviewed an individual's original VSC/CRJMC/EPIC and/or Screening Disclosure Form, as required.
- Securely retain every individual's attestation until a new CRJMC or EPIC has been provided, at which time prior attestation(s) can be returned to the individual or destroyed.
- Maintain a record of every volunteer and employee under this Screening Policy for whom insurance is purchased, including the person's home address, phone number and email contact information.
- Establish a process to review each police record check and/or Screening Disclosure Form and determine eligibility to participate as a volunteer or employee.
- Provide Baseball Ontario with a written record of the Organization having reviewed the most recent screening documentation and any attestations on file, whenever needed and requested by Baseball Ontario.

Organizations must ensure that all records kept for the purposes of this policy are maintained in a secure manner and are not disclosed to others except as may be required by law. Baseball Ontario recommends that those involved in the screening process should sign a Declaration of Confidentiality and Non-Disclosure (Appendix 5).

## Screening Committee

Organizations must establish a Screening Committee that is responsible for implementing this policy. The committee will consist of one (1) or three (3) members appointed by the Organization's Board of Directors, with the necessary skills, knowledge and ability to accurately review screening documents and render decisions under this Policy. The Screening Committee will carry out its duties in accordance with the terms of this Screening Policy, independent of the Board.

The Screening Committee will be responsible for reviewing all documents submitted, and based on the review, make decisions regarding the appropriateness of individuals filling positions within the Organization. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other appropriate person.

The Screening Committee may request that an individual provide any of the required documents at any time. Such a request will be in writing and reasons will be provided for the request.

An individual who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The individual will be informed that their application and/or

position will not proceed until such time as the screening documents are submitted.

## Review and Decision

Organizations should determine what behaviours will be considered unacceptable when reviewing screening documentation. Following its review, the Screening Committee will decide:

- a) The individual has passed screening and may participate in the desired position;
- b) The individual has passed screening and may participate in the desired position with conditions;
- c) The individual has not passed screening and may not participate in the desired position; or
- d) More information is required from the individual.

The Screening Committee may request a meeting with an individual to obtain more information before making its decision. If conditions are imposed, the Screening Committee may apply and remove conditions at its discretion and determine how adherence to conditions may be monitored.

The Screening Committee may decide that an individual has not passed screening if the screening documentation reveals any of the following:

1. Violent or threatening behaviours, including weapons-related offences
2. Sexual offences
3. Conduct against public morals
4. Substance or chemical abuse, such as possession and/or trafficking
5. Violations of a position of trust, such as theft or fraud
6. Criminal driving offences, including but not limited to impaired driving
7. Any offence involving children or vulnerable persons

In making its decisions, the Screening Committee must consider the type of offence(s), date of offence(s), seriousness of offence(s), patterns of behaviour, and relevance to their position. The Organization needs to establish policies and procedures to make these decisions in a consistent and transparent manner.

## Ineligible Participants

In the most serious of circumstances, an individual that does not pass screening or is found to be under criminal investigation may be suspended from all Baseball Ontario involvement and deemed ineligible to participate as a coach, volunteer, or executive with any Baseball Ontario organization.

Baseball Ontario maintains a secure list of individuals that are deemed ineligible to participate, including their name, city, affiliation(s) and status. Individuals may be added to this list under this or other OBA policies, if approved by the Baseball Ontario Board of Management.

## Transition Provision

This version of the Baseball Ontario Screening Policy comes into effect as of May 1, 2023. Compliance with previous versions of the Volunteer Screening Policy will be deemed to be compliance with the current version. For example, if an individual completed their first year of screening in 2022, then 2023 will be considered their second year. Further, for the 2023 season, an individual or Organization that started a screening in accordance with the previous version of the Volunteer Screening Policy prior to May 1, 2023 will be deemed in compliance with the new version if they complete compliance under the old version. As of September 2023, compliance for the fall of 2023 or the 2024 season will need to be in accordance with the requirements of this new version of the Screening Policy.

## APPENDIX 1 – Training, Orientation and Monitoring

Baseball Ontario will determine the type and amount of training, orientation and monitoring that will be required, based on the individual's level of risk. Individuals may be required to acknowledge that they have reviewed and completed the requirements.

### Current Requirements (Mandatory for all Risk Levels)

1. Review relevant OBA policies found at <https://www.playoba.ca/oba-policies>, including:
  - Code(s) of Conduct, based on roles/positions
  - Supervision (Rule of 2)
2. Complete one of the following ethics training online modules:
  - Safe Sport (link to coach.ca)
  - Abuse Awareness for Adults (link to ONDeck)

### Additional Resources

Safe Sport Toolbox

<https://safesport.coach.ca/toolbox>

Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS)

<https://sportintegritycommissioner.ca/files/UCCMS-v6.0-20220531.pdf>

NCCP Code of Ethics

[https://coach.ca/sites/default/files/2020-02/NCCP%20Code%20of%20Ethics\\_V6.1\\_2020\\_%20ENG.pdf](https://coach.ca/sites/default/files/2020-02/NCCP%20Code%20of%20Ethics_V6.1_2020_%20ENG.pdf)

Additional (Optional) Ethics Training Programs:

- Commit to Kids for Coaches: <https://www.protectchildren.ca/app/en/training-vta-coaches>
- Respect in Sport: <http://respectinsport.com/>
- NCCP make ethical decisions: <https://coach.ca/nccp-make-ethical-decisions>



APPENDIX 2 – Screening Disclosure Form

APPENDIX 3 – Screening Renewal Form - Attestation

APPENDIX 4 – Request for Police Record Check

APPENDIX 5 – Declaration of Confidentiality and Non-Disclosure