Orangeville & Headwaters Minor Baseball Association

Screening Policy

Policy
The Board of Directors recognizes Baseball Ontario's Volunteer Screening Policy (VSP) as Orangeville & Headwaters Minor Baseball Association's (OHMBA's) Policy, which can be found by clicking the link below.

BASEBALL ONTARIO, Canada | Volunteer Screening Policy

To support the implementation of the Baseball Ontario Volunteer Screening Policy, the Board approves the following procedures.

1.0 Risk Levels
Only the positions identified in the Chart #1 will be required to complete the screening process, as these are the positions OHMBA deems may pose a risk of harm to the Association or the participants of the Association. The positions are identified by Level 1, 2 or 3, based on the risk levels in Baseball Ontario's VSP.

Chart #1 - Volunteer/Paid Position Risk Assessment

Level 1 [Low Risk]	Level 2 [Medium Risk]	Level 3 [High Risk]
House league Assistant Coaches	Signing officer on Rep & Select team bank accounts	Rep & Select Coaches
Umpires 18 years old +	Directors on the Board	Signing officers of the OHMBA Board.
	House League Head Coaches	Umpire-in-Chief
	Sponsorship Coordinator Admin Coordinator	

2.0 Registration Requirements
All positions listed in the chart #1 of this policy must be registered annually with OHMBA in the role(s) that they are working in, prior to conducting the responsibilities of the position(s).

3.0 Screening Requirements
As per Section 6 of Baseball Ontario's VSP, the following screening document(s) will be required as follows per level.

Chart #2 - Screening Requirements

Level	Year 1	Year 2,5,8 etc	Year 3,6,9 etc	Year 4,7,10 etc
Level 1 [Low Risk]	SDF	SRF	SRF	SDF
Level 2 [Medium Risk]	SDF and CPIC or EPIC	SRF	SRF	SDF and CPIC or EPIC
Level 3 [High Risk]	SDF and VSC	SRF	SRF	SDF and CPIC or EPIC

SDF = Screening Disclosure Form | SRF = Screening Renewal Form | VSC = Volunteer Sector Check

4.0 Safe Sport Training Requirements
All individuals taking on a position(s) identified in Chart #1 of this policy, must complete the NCCP on-line Safe Sport Module prior to volunteering in their first year. In addition, each individual must sign off through the registration process that they have read the Baseball Ontario's Supervision (Rule of 2) Policy.

The Board may, on the advice of the Screening Committee, require additional safe sport training.

4.0 Record Keeping
All records relating to criminal record checks will be required to be stored on a Google Drive assigned to the email address vsc.committee@playbaseball.ca. At least two people are required to have the login information to this account, ideally two committee members, but in the event there is only one committee member, the Board will assign a second person to have this login information.

The original copy of an individual's VSC, CPIC or EPIC must be provided to the Screening Committee, however only a record that the individual's VSC, CPIC or EPIC has been checked will be kept on file, via a copy of a letter to the individual saved as per above. In no situation, will OHMBA retain a copy of an individual's VSC, CPIC or EPIC. The copy will be returned to the individual with a confirmation letter.

An individual's Screening Disclosure Form or Screening Renewal Form will be kept by the Screening committee as per above; however will be discarded after a period of three years after receiving the form. Discipline records on any individual within OHMBA will be kept indefinitely.