

BC WHEELCHAIR SPORTS ASSOCIATION CRIMINAL RECORDS CHECK POLICY

- 1. Purpose**
BCWSA is committed to providing a *reasonably* safe environment for youth under 19 years old, participating in BCWSA programs. This policy reflects an appropriate practice that supports this commitment.
- 2. Application**
This policy applies to BCWSA members, volunteers, coaches and staff, 19 years and over, who are in a position of responsibility or trust with minors.
- 3. Policy**
In the case of a BCWSA member, volunteer or staff member, 19 years and over (adult), who is in a position of responsibility or trust with minors, a criminal records check will be conducted. Also refer to the Volunteer Management Policy.
- 4. Procedure**
Adults will be given an application by BCWSA or instructed to go to their local community police department to get an application. Applicant will complete the form and the form will be forwarded to the BCWSA office. Applicant will note on the form that it is confidential and that it should be directed to the BCWSA Executive Director. The filed report will be kept in confidence in the BCWSA office.
- 5. Fees**
Where applicable BCWSA will cover the cost of the criminal records check.
- 6. Review and Approval**
This policy will be reviewed by the Management Committee on an annual basis.