



BIATHLON BC VOLUNTEER AND EMPLOYEE SCREENING POLICY

Biathlon BC requires a criminal record check for all coaches (employee or volunteer) and other individuals whose position with Biathlon BC is one of trust or authority, and who deal with children and youth involved in Biathlon BC activities (i.e. provincial camp, provincial team trips to competitions).

- The criminal record check will be specifically for ‘relevant offences’ regarding the vulnerable sector as defined in the Criminal Records Act, RSBC.
- Each applicant must be informed of the requirement of the Act and that the criminal record check they are authorizing covers the relevant offences for working with children.
- Each applicant must complete and sign a ‘Consent to a Criminal Record Check’ form.
- The applicant’s original signed consent form must stay on file with Biathlon BC for five years.
- Mandatory rechecks are required every five years for employees / contractors.
- Criminal record check documentation will be the responsibility of a designated staff person and kept on file in a confidential location.
- Biathlon BC criminal record check documentation will not be shared with member clubs or any other organizations or individuals.
- Positions that require a criminal record check include, but are not limited to the following:
 - Biathlon BC coaching staff / contractors
 - Individuals designated as coaches or helpers who are likely to be supervising athletes under 18 years of age at camps or competitions

In addition, all board members, staff and committee members involved in Policy development, and oversight or management of sport programming, (including recruitment and hiring of coaches and officials) must complete the Commit to Kids training.

Policy History	
Approved	October 12, 2022
Next Review Date	October 12, 2023