



MUAYTHAI BC

VOLUNTEER AND EMPLOYEE SCREENING POLICY

1.1 POLICE RECORD CHECKS POLICY

This policy on Police Record Checks ('PRCs') is one of several policy tools that Muaythai BC uses to fulfill this legal responsibility to provide a safe environment and to protect its members from harm.

1.2 RELEVANT OFFENCES

For the purposes of this policy, 'relevant offences' are these offences for which pardons have not been granted, including but not limited to: child pornography offenses; any violations for trafficking under the Controlled Drug and Substances Act; any crime of violence including assault; any criminal offence involving a minor or minors; any criminal offense involving theft, fraud or embezzlement; any sexual offence involving a minor or minors; or any criminal offence that would be flagged in a vulnerable sector PRC such as that done by the British Columbia Criminal Record Review Program.

1.3 DESIGNATED CATEGORIES

For the purposes of this policy, 'designated categories' are those classes of persons whose work may require them to interface with minor athletes and/or those who occupy positions of trust and authority. Such designated categories may include but are not limited to individuals in paid staff positions, members of the Board of Directors, coaches of provincial programs, volunteers appointed to accompany provincial junior teams to events or competitions, and volunteers at Muaythai BC-hosted events.

1.4 POLICY

- a) All individuals in designated categories will be screened using PRCs that include a vulnerable sector check. Screening shall occur prior to the individual taking part in any Muaythai-BC-related events or activities.
- b) Failure to participate in the PRC process as outlined in this policy will result in ineligibility of the individual for the position.
- c) A PRC must be current. A PRC older than 3 years is no longer valid and a new PRC must be obtained.

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- d) Muaythai BC will not knowingly place in a designated category, or allow to remain in a designated category, an individual who has a criminal charge or conviction for a 'relevant offence', as defined in this policy.
- e) Should an individual in a designated category be charged with a relevant offence, as defined in this policy, that individual must immediately report the charge to the Board of Muaythai BC, and will be suspended from the position by Muaythai BC, pending the resolution of the charge.
- f) Should an individual in a designated category receive a conviction for a relevant offence, he or she may face immediate expulsion from Muaythai BC.

1.5 SCREENING FUNCTION

- a) The Secretary of Muaythai BC will receive and file all PRC's in record in a limited-access location for at least 5 years.
- b) The role of the Board of Directors is to review and make decisions based on PRCs.
- c) In carrying out its duties, the Board of Directors may consult with independent experts.

1.6 PROCEDURE

- a) Each individual in a designated category will supply their own current PRC. Where a screening provider delivers the results of the PRC independently of the individual, the results will be supplied directly to the Secretary of Muaythai BC.
- b) PRC must be obtained from areas (provinces/states/counties and/or countries) that the individual has resided in during the past 5 years.
- c) Should Muaythai BC require an individual in a designated category to obtain a PRC then Muaythai BC may but is not required to reimburse said individual once the PRC has been received by Muaythai BC.
- d) The Secretary will receive and review all PRCs to determine whether the individual's PRC reveals a relevant offence. If an individual's PRC does not reveal a relevant offence, and does not reveal any other criminal offences, the individual is eligible for the position.
- e) If an individual's PRC does not reveal a relevant offence, yet still reveals a criminal offence, Muaythai BC will notify the individual and the Board of Directors will determine if the individual is eligible for the position.
- f) If the individual is found to be ineligible, the individual may request a hearing with the Board of Directors. The decision of the Board of Directors is final and binding.

1.7 RECORDS

Written records obtained in the course of implementing this Policy will be maintained in a confidential manner conforming to the *British Columbia Personal Information and Privacy Act*, and will not be disclosed to others except as required by law, or for use in a legal or disciplinary proceeding.

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1.8 RESPONSIBILITIES OF FULL MEMBER CLUB/FACILITIES

Muaythai BC member club/facilities are responsible for screening the PRCs of employees and volunteers in designated categories. Clubs/Facilities may request advice from Muaythai BC regarding questionable PRCs. It is required that all screening activities be completed prior to confirming employment or commencement of job duties.



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