



# Dundas Little League

Established 1954

**Policy name:** Background Check Policy

**Date approved:** March 2022

**Purpose:** To provide protection and safety for all children directly and indirectly involved in Dundas Little League.

## **POLICY**

The Little League Policy on Volunteers states that "All local Little Leagues are required to conduct background checks on managers, coaches, directors, members and any other persons, volunteers or hired workers, who provide regular service to the league and have repetitive access to, or contact with, players or teams. Individuals are also required to complete and submit a Little League Volunteer Application to their local league."

All volunteer candidates must complete a Little League Canada Volunteer Application form annually. Contact a Board or Executive member for a copy.

All volunteer candidates must complete either a Police Vulnerable Sector Scan (VSS), a Police Criminal Record Check (CRC) or sign a Criminal Offence Declaration Form (CODF) every year.

The Police Service of the municipality in which the candidate resides performs the VSS or CRC. This can be done in-person at the Police Station. In Hamilton, this can also be done online. The turnaround time for either is approximately 30 days. The Safety Officer can provide information on how to complete a VSS or CRC or sign the CODF.

Initially, all volunteer candidates who will be in a position of authority and trust with children must submit a VSS dated no older than 6 months from the date submitted to the league. After the initial VSS submission, volunteer candidates need to sign a CODF in the subsequent 2 years. In the 4th year, the volunteer candidate must complete a CRC.

Example:

| Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 |
|--------|--------|--------|--------|--------|--------|--------|--------|
| VSS    | CODF   | CODF   | CRC    | CODF   | CODF   | CRC    | etc.   |

Volunteer candidates not in a position of authority and trust with children, may not require a VSS but, depending on their responsibilities, may require an initial CRC in its place. The Safety Officer will give direction to these volunteer candidates.

Any police check completed for any reason (e.g. any volunteering or employment) and dated within the 6 months of the submission date is accepted.

All police checks could result in the volunteer candidate being required to submit their fingerprints. If the check is performed online, the volunteer candidate will need to visit the Police Station in-person to do so.

All costs, whether the checks are performed in-person or online, are covered 100%.

All volunteers who require a check must complete a Volunteer Application and VSS/CRC/CODF, prior to volunteer role.



The Board holds all eligibility requirements surrounding “a volunteer” and has final say on any decision involving this policy.