



Topham Park Minor Softball League (TPMSL)	POLICY ON POLICE RECORDS CHECKS	2016/04/03
---	--	------------

Topham Park Minor Softball League was established 1973 as a 100 per cent volunteer, non-profit house league softball association. Games are played on three softball diamonds at Topham Park in East York. The league averages 50 teams and 600 youth annually, and has an Executive that consists of approximately 25 members.

Philosophy of the League

The league was established to develop the skills of playing softball and Learn To Play and to promote good sportsmanship, companionship, and just good old-fashioned fun for the members of the league. It is incumbent upon all volunteers to provide role models that support this philosophy.

Purpose of Police Records Checks

Screening of volunteers is an important part of providing a safe environment and has become common practice amongst organizations in the non-profit sector that provide programs and services to youth in the community including sport organizations. The safety and responsibility of the players is ultimately the parents/guardians responsibility, however, TPMSL is committed to doing everything reasonable to provide a safe and secure environment for participants in its program. TPMSL takes very seriously and is committed to fulfilling the duty of care it owes to its members.

The policy of Police Record Checks (PRCs) is the tool that TPMSL will use to fulfill this legal responsibility to provide a safe environment and to protect its members and participants from harm.

Policy Statement

Screening through a PRC will be mandatory for all volunteers that work closely with our youth and who occupy positions of trust and authority within TPMSL

Positions to be included are:

- all coaches (a coach is an adult who is registered electronically on a team roster, and who wears a TPMSL team shirt at all games and practices)
- registered executive members
- umpires

Failure to participate in the PRC process as outlined in this policy will result in ineligibility to volunteer in a designated position

TPMSL will not knowingly accept a volunteer who has a conviction of a relevant offense as defined in this policy.



Topham Park Minor Softball League (TPMSL)	POLICY ON POLICE RECORDS CHECKS	2016/04/03
---	---------------------------------	------------

Screening Task Force

The implementation of this policy is the responsibility of the Screening Task Force, a committee of five persons appointed by the Executive including the President, Vice-President and Head Convener.

The screening committee will carry out its duties in an independent manner and at arms-length from the Executive.

Should a potential volunteer be required to appear before the Screening Task Force, the applicant will have the opportunity to review the names of the Screening Task Force, and select the three members that they wish to appear before, to eliminate any opportunity for bias.

The role of the screening task force is to receive review and make decisions based on PRC's and Topham Park Minor Softball League Offence Declaration Forms. The decisions of the Screens Task Force are final and binding.

In carrying out its duties the Task Force may consult with independent experts including lawyers, police, risk management consultants and volunteer screening specialists.

Phased Implementation of this Policy

This policy will be implemented in a phased-in manner as follows:

- 2008 House League Softball Season –coaches, executives and umpires may obtain a PRC on a voluntary basis
- 2008 Select League Season –it will be mandatory that all coaches obtain a PRC
- 2009 House Softball Season –it will be mandatory that all coaches, executives and umpires obtain a PRC, and must apply for one prior to the beginning of the season



Topham Park Minor Softball League (TPMSL)	POLICY ON POLICE RECORDS CHECKS	2016/04/03
---	--	------------

Section 1: Procedure

A PRC collected from another organization which has been approved within the last 6 months and provides the same PCR coverage required by TPMSL can be used by a Topham Park volunteer requiring a PCR, otherwise a current PCR will need to be requested. Copies of these documents will be submitted to the Topham Park Screen Task Force to determine eligibility to volunteer with TPMSL. PRC’s are valid for a period of five years. All volunteers eligible to volunteer at TPMSL will submit yearly Topham Park Minor Softball League Offence Declaration Forms for each of the five years when a PCR is still valid.

Process to request and submit a PCR form:

1. Each person subject to this policy will be supplied a PRC form by the Screen Task Force which they are required to complete and return to the force by the assigned date in an envelope marked “Confidential”
2. TPMSL will submit and pay all costs for PRC’s on behalf of the volunteer.
3. As the Police Services send completed PRC reports directly to the volunteer at the address listed on the form, it is the responsibility of the volunteer to submit the PCR reports to the Screen Task Force for review and to confirm eligibility to volunteer at TPMSL.

Process to determine a Relevant Offence:

1. The Screening Task Force will notify volunteers when a PRC contains a relevant offence (Section 2) to schedule a meeting to review the report.
2. Any persons deemed by the Screening Task Force to have a Relevant Offense (section 2) are not eligible to volunteer at TPMSL.

Section 2: Relevant Offenses

For the purposes of this policy, a “relevant offense” is any of the following offenses for which a pardon **has not** been granted.

- a) if imposed in the last five years: any criminal offense involving the use of a motor vehicle, including but not limited to impaired drive, or any violations for trafficking under the controlled drug and substances act
- b) if imposed in the last ten years: any crime of violence included but not limited to assault, or any criminal offense involving a minor or minors
- c) if imposed at any time: any criminal offense involving the possession, distribution, or sale of any child related pornography, or sexual offense involving a minor or minors
- d) Notwithstanding a), b), and c), a first conviction of impaired driving will not be deemed to be a relevant offense, nor will a conviction of Level 1 assault, also known as “common assault” as defined in Section 266 of the Criminal Code.

Section 3: Records

The screening task force will retain **no** copies of PRC’s, but may retain written records of its communications with the persons submitting the PRC. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in a legal, quasi-legal or disciplinary proceeding.



Topham Park Minor Softball League (TPMSL)	POLICY ON POLICE RECORDS CHECKS	2016/04/03
---	---------------------------------	------------

Section 4: Review and Approval

The TPMSL Executive originally approved this policy on April 20, 2008. This policy is not a static document: it will be reviewed by the Executive with input from the Screen Task Force and outside experts, on an annual basis.

This policy was updated and approved by the TPMSL Executive on April 3, 2016 to increase the PCR validity from three to five years and to include the Offence Declaration form.