



## Alberta Softball Umpires Association Criminal *Record Check/Vulnerable Sector Check*

April 1, 2023

### **All NEW and RETURNING adult umpires of the CASUA:**

Adult umpires are coaches and mentors for youth officials, and as such should be held to the same standards as coaches. This is especially true as adult umpires work with youth umpires, and on occasion transport youth officials to league or tournament games.

The ASUA approved a policy, effective for the 2023 season, all adult members (18 years and older) of the ASUA are required to complete a Criminal Record Check with Vulnerable Sector, as part of the requirements to be an ASUA member.

More than half the members of our association are youths, and it is vital that we demonstrate to those umpires and their families that we are working to ensure their safety and wellbeing.

### **ASUA Process:**

- If you have completed a Criminal Record Check with Vulnerable Sector through your workplace or another volunteer agency, submit a copy of that form to the ASUA.
- If you have not completed a Criminal Record Check, contact your local RCMP detachment for information on their process for completing a Criminal Record Check with Vulnerable Sector. If you wish to see more information on the process, please <http://www.rcmp-grc.gc.ca/en/criminal-record-checks>.
  - Because we require Vulnerable Sector, you must contact the detachment responsible for your residence, so a call to their **non-emergency number** might save you a trip.
  - The CASUA provides a letter explaining that you have a role that involves working with youth officials. This letter should be sufficient for the RCMP to waive the costs associated with the check.
  - Report to your local RCMP detachment and fill out an application form and pay the required fee (if applicable).
  - RCMP will then guide you through the process, which might include fingerprints depending on your name and birthdate. You might have to book an appointment to complete the process.
  - You would then wait for the RCMP to get back to you. The process could take as few as 5 days. If fingerprints are required, the time could be a few weeks.
  - Once you have your results, submit a copy to the ASUA president (or designate) for review.
- For the ASUA, a Criminal Record Check is good for five years. In years where a full check is not required, you submit a copy of the **Returning Adult Umpire – Registration and Screening Disclosure Form** (see a copy at the end of this letter) verifying that you have not had any changes in your status since the last full check.

Thank you.

Malcolm Murray, President/ UIC CASUA



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### Section 10 - BACKGROUND SCREENING

#### 10.1 Introduction

Background screening of identified individuals is a vital part of providing a safe sporting environment and is a common practice among organizations that provide programs and services to the community in general and for youth specifically. A sizable portion of the ASUA membership is under the age of 18 years, and most of the officiating assignments filled by ASUA members involve players under the age of eighteen (18).

Softball Canada has implemented a screening requirement for all Supervisors and assistant supervisors at Canadian Championships, and all adult umpires (18 years of age or older) selected to work at U14 and U16 Boys and Girls Canadian Championships.

Softball BC has implemented screening for all adult umpires (18 years of age or older), requiring both a Police Record (Information) Check and a Vulnerable Sector Check.

#### 10.2 Requirements

Each adult member of the ASUA (age 18 years or older as of May 1 of the current season) shall obtain a Police Information Check and Vulnerable Sector Check or complete a Screening Disclosure Form each year as a requirement of membership. There are no exceptions. The Police Information Check, Vulnerable Sector Check and/or Screening Disclosure Form shall be submitted to the ASUA President by May 31 each year and must have been completed within the current calendar year.

It is the member's responsibility to obtain and pay associated costs of a Police Information Check and a Vulnerable Sector Check. For ASUA members, a Police Information Check is good for five (5) years, subject to no crimes or charges being identified each year on the Screening Disclosure Form. Submission of a Vulnerable Sector Check is only required once. A Screening Disclosure Form must be submitted each year a Police Information Check is not required. (See Appendix B.)

Upon request, the ASUA President will provide a letter that can be presented at your police detachment to assist in having any costs waived associated with Background Screening.

When a positive result for a charge or conviction pertaining to a relevant offence (see Section 10.3) appears on a Police Information Check or Vulnerable Sector Check, the individual may be declared ineligible for membership in the ASUA or may be declared ineligible from holding certain positions of responsibility within the ASUA.

Failure to participate in the screening process will result in the individual being declared ineligible for ASUA membership.



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### 10.3 Relevant Offences

For the purposes of this Policy, guidelines, and examples of a 'relevant offence' may be any of the following:

#### 10.3.1 If imposed in the last 5 years:

- a. Any offence involving the use of a motor vehicle, including but not limited to impaired driving.
- b. Any violation for trafficking and/or possession of drugs and/or narcotics
- c. Any offence involving conduct against public morals.

#### 10.3.2 If imposed in the last 10 years:

- a. Any crime of violence including, but not limited to, all forms of assault.
- b. Any offence involving a minor.

#### 10.3.3 If imposed at any time:

- a. Any offence involving the possession, distribution, or sale of any child-related pornography.
- b. Any sexual offence involving a minor.
- c. Any offence involving theft or fraud.

### 10.4 Process

All Police Information Checks, Vulnerable Sector Checks, and/or Screening Disclosure Forms will be submitted to the President, for review by the ASUA Screening Committee, which will determine whether the documents reveal a relevant offence.

Based on its reviews, the Committee will identify any relevant offences, and make decisions regarding the eligibility of any individual for membership in the ASUA. In performing its duties, the Screening Committee may consult with independent experts including lawyers, police officers, risk management consultants, or volunteer screening specialists.

The Screening Committee will:

- Confirm an individual's membership in the ASUA; or
- Declare the individual ineligible; or
- Confirm an individual's membership, but subject to terms and conditions as the Screening Committee deems appropriate, that may preclude the member from holding certain positions. After rendering its decision, the Screening Committee will provide notice of its decision to the Individual and, if applicable, to the Assignor. If the individual is declared ineligible for membership, no registration fees will be returned.

ASUA will not knowingly allow an individual who has a conviction for a relevant offence to hold a position of trust in the ASUA. However, when the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence, a person can occupy a position of trust without adversely affecting the safety of a participant, the Screening Committee may approve an individual's placement.



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If a member subsequently receives a conviction for, or is charged with, a relevant offence, s/he must report this circumstance immediately to the ASUA President.

If a member provides falsified or misleading information, his/her ASUA membership will be suspended, and s/he may be subject to further discipline.

If a member fails to provide the required screening documents by May 31, s/he will not be assigned to work any games scheduled by the ASUA, until the required documents are submitted and reviewed. Where extenuating circumstances exist, such as a delay in obtaining results from the police, the member must contact the President with details of the circumstances and request a deadline extension.

Decisions by the Screening Committee may be appealed, as per Article 3.2 (ASUA By-Laws).

### 10.5 Records

The ASUA and the Screening Committee will retain no copies of Police Information Check or Vulnerable Sector Check documents. Original documents will be returned to the individual once the Screening Committee has completed its review. 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 legal, quasi-legal or disciplinary proceedings.

The ASUA will maintain records indicating the year in which each member submitted a Police Information Check and Vulnerable Sector Check, was declared eligible or ineligible for membership in the ASUA, and the year, if applicable, the individual is eligible to be considered for membership.

It is the responsibility of the President to inform each member of the screening documentation required each year, including when the five-year period has expired, and a new Police Information Check is required.

### 10.6 How to Obtain a Police Information Check and Vulnerable Sector Check

Police Information Checks are done at police detachments. A Vulnerable Sector Check can only be done by the RCMP detachment where you are a resident. Please consult your local detachment for details and costs. Two pieces of government-issued identification are required, one must be photo ID. You will need to provide proof of address.

In certain situations, you may be required to undergo a fingerprint search. It may take several weeks to receive your reports, depending on the volume of requests RCMP receive. If you are required to submit fingerprints, there is an additional wait time, which will vary depending on your individual circumstances.

For more information, please visit the RCMP Criminal Record and Vulnerable Sector checks page <https://www.rcmp-grc.gc.ca/en/criminal-record-checks>

A printable form is on the next page, or you can [DOWNLOAD AND PRINT THE FORM](#) yourself.



Alberta Softball Umpires Association Criminal  
**Record Check/Vulnerable Sector Check**

**Returning Adult Umpire – Registration and Screening Disclosure Form**

*ZONE 4 - Adult (18+) Umpire – Registration and Screening Disclosure Form*

First Name:			Last Name:	
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Address:	
Unit/Apartment:	
City/Town/Community:	
Postal Code:	

Date of Birth:	<u>                    </u> MM/DD/YYYY	Gender:	F / M / Other
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Home Phone:		Cell Phone:	
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Email:	
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To meet the requirements of the ASUA's Background Screening Policy, I DECLARE, since the last Police Information Check or Screening Disclosure Form submitted by me to the ASUA, that (check one):

- I have no convictions under the Criminal Code of Canada up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

OR

- I have the following convictions for offences under the Criminal Code of Canada for which a pardon under the Criminal Records Act (Canada) has not been issued or granted:



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I hereby certify that the information contained in this form is accurate, correct, truthful and complete, and that I will immediately inform ASUA of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in being declared ineligible for membership.

Signature:		Date:	
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