

# BC WHEELCHAIR BASKETBALL SOCIETY (BCWBS)

## CRIMINAL RECORDS CHECK POLICY & PROCEDURES

1. **Purpose**  
BCWBS is committed to providing a *reasonably* safe environment for youth under 19 years old, participating in BCWBS programs. This policy reflects an appropriate practice that supports this commitment.
2. **Application**  
This policy applies to BCWBS members, volunteers, coaches and staff, 19 years and over, who are in a position of responsibility or trust with minors.
3. **Policy**  
In the case of a BCWBS member, volunteer or staff member, 19 years and over (adult), who is in a position of responsibility or trust with minors, a criminal records check will be conducted. Also refer to the Volunteer Management Policy.
4. **Procedure**  
Adults will be given an application by BCWBS or instructed to go to their local community police department to get an application. Applicant will complete the form and the form will be forwarded to the BCWBS office. Applicant will note on the form that it is confidential and that it should be directed to the BCWBS Managing Director. The filed report will be kept in confidence in the BCWBS office.
5. **Fees**  
Where applicable BCWBS will cover the cost of the criminal records check.
6. **Review and Approval**  
This policy was approved by the Board of Directors on February 4, 2004 and will be reviewed on an annual basis. This policy was adopted from the BC Wheelchair Sports Association.