



Soo Minor Baseball Association

Procedure I.I: Volunteer Screening & Safe Sport Compliance

REV 1.0

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Created: January 2026

1. Purpose

To ensure all volunteers and coaches meet recognized standards for safety, inclusion, and accountability by referencing established provincial and national frameworks.

2. Procedure Statement

SMBA adopts and adheres to the following external policies and tools:

- [Baseball Ontario's Volunteer Screening Policy](#)
- [Responsible Coaching Movement's Background Screening Matrix](#)
- [Coaches Ontario's Safe Sport 101 Training](#)
- [Coaching Association of Canada's Safe Sport Training](#)

These frameworks collectively define the screening and training requirements for volunteers based on their level of risk and role.

3. Scope

This procedure applies to all individuals in volunteer or coaching roles, including:

- Volunteer parents, youth volunteers, and occasional helpers (Level 1)
- Assistant Coaches (all other levels), convenors and non-voting BoD (Level 2)
- Voting BoD, Head Coaches (all levels), Competitive Stream Assistant Coaches (if travelling) and Competitive Steam Team Managers (Level 3)

4. Policy Requirements

- [Baseball Ontario's Volunteer Screening Policy](#) - Organization Requirements

The Organization for which an individual is volunteering or working must:

- Establish a Screening Committee, as defined below.
- Determine if they will keep the applicant's police record check and Screening Disclosure Form or return it to the applicant once it has been reviewed. Baseball Ontario highly recommends returning all personal documents to the individual.
- Maintain a record of the Screening Committee having reviewed an individual's original VSC/CRJMC/EPIC and/or Screening Disclosure Form, as required.
- Securely retain every individual's attestation until a new CRJMC or EPIC has been provided, at which time prior attestation(s) can be returned to the individual or destroyed.
- Maintain a record of every volunteer and employee under this Screening Policy for whom insurance is purchased, including the person's home address, phone number and email contact information.
- Establish a process to review each police record check and/or Screening Disclosure Form and determine eligibility to participate as a volunteer or employee.
- Provide Baseball Ontario with a written record of the Organization having reviewed the most recent screening documentation and any attestations on file, whenever needed and requested by Baseball Ontario.



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Organizations must ensure that all records kept for the purposes of this policy are maintained in a secure manner and are not disclosed to others except as may be required by law. Baseball Ontario recommends that those involved in the screening process should sign a Declaration of Confidentiality and Non-Disclosure (Appendix 5).

- [Baseball Ontario's Volunteer Screening Policy](#) - Screening Committee

Organizations must establish a Screening Committee that is responsible for implementing this policy. The committee will consist of one (1) or three (3) members appointed by the Organization's Board of Directors, with the necessary skills, knowledge and ability to accurately review screening documents and render decisions under this Policy. The Screening Committee will carry out its duties in accordance with the terms of this Screening Policy, independent of the Board.

The Screening Committee will be responsible for reviewing all documents submitted, and based on the review, make decisions regarding the appropriateness of individuals filling positions within the Organization. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other appropriate person.

The Screening Committee may request that an individual provide any of the required documents at any time. Such a request will be in writing and reasons will be provided for the request.

An individual who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.

5. Implementation

- The Registrar will maintain records of completed screenings and training.
- Updates to external policies will be automatically adopted by SMBA.

6. Execution

- Criteria for volunteers shall include the level of screening requirement per the Scope of this Procedure
- For a volunteer to be reviewed, they shall be requested to complete the applicable Application Form to formalize their requirements.
 - Coach Application Form - Head Coach, Assistant Coaches, Team Manager
 - Volunteer Application Form - Board of Directors (voting and non-voting), Convenors, all other volunteers unless otherwise determined



7. Screening & File Maintenance

- Upon completion of the Application, the Screening Committee shall carry out the review requirements and sign off on the approval or decline of the candidate.
- The Application Form, Review Form(s) and Criteria Submissions shall be retained in a secure digital format, with access limited to the current Screening Committee.
 - At any time, a candidate may request their retained file be destroyed; this will be carried out within a reasonable timeframe, however may result in the candidate being removed from their position due to screening requirements.
 - All requests for the removal of retained files must be made in writing to the Screening Committee.

8. Periods of Validity

Note for the purposes of the subject procedure being revised January 2026, SMBA reserves the right to accept checks in **exceptional circumstances** that do not align with the dates below. Such exceptional circumstances shall be documented in the volunteer's screening review. Effective September 2026, the following periods shall be enforced.

Level 1 - Disclosure Forms

Where a role requires Level 1 Background Screening, a Screening Disclosure Form will be required at least 36 months from the anniversary date of prior record on file.

A Screening Renewal Form will be requested as needed, typically with new applications for volunteer positions. It should be expected that you may be required to complete a re18,ar2026newal form annually.

Level 2 & Level 3

1st Record Check Provided

Where a VSC was not previously required, and becomes required as part of a new role, this is considered the 1st Record Check

0-3 Years of Service must have been completed within 6 months prior to application

4-6 Years of Service must have been completed within 18 months prior to application

7+ Years of Service must have been completed within 30 months prior to application

Years of Service should be consecutive, or otherwise within a timeframe deemed to be satisfactory by the Screening Committee.

12- & 24-Months Record Anniversary

All Years of Service must sign the Screening Renewal Form on the 12- and 24-month anniversary of their record check. (other than at initial application)

36- Months Record Anniversary

All Years of Service must provide a new CRJMC/EPIC which must have been completed within 6 months prior to anniversary date of prior record on file.

9. Review

This procedure will be reviewed annually to ensure continued alignment with Baseball Ontario, Coaches Ontario, and CAC standards.



Resource: Responsible Coaching Movement: Background Screening Matrix



Responsible Coaching Movement: Background Screening Matrix

	LEVEL 1 Low Risk Positions <small>Individuals involved in low risk assignments are not in a supervisory role, not directing others, not involved with financial/cash management, and/or do not have access to minors or people with a disability.</small>			LEVEL 2 Medium Risk Positions <small>Individuals involved in medium risk assignments may be in a supervisory role, may direct others, may be involved with financial/cash management, and/or who may have limited access to minors or people with a disability.</small>			LEVEL 3 High Risk Positions <small>Individuals involved in high risk assignments occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with financial/cash management, and have access to minors or people with a disability.</small>		
	Non-Volunteer Parents	Youth Volunteers	Occasional Volunteers	Assistant Coaches	Volunteer Head Coaches	Directors	Paid Head Coaches	Travel Team Coaches	Team Managers
Application Form		●	●	●	●	●	●	●	●
One Letter of Reference		●	●	●	●	●			
Two Letters of Reference							●	●	●
Position Briefing/ Orientation	●	●	●	●	●	●	●	●	●
Driver's Abstract (if requested)				●	●	●	●	●	
Screen Disclosure Form		●	●	●	●	●	●	●	●
Criminal Record Check (E-PIC)				●	●	●	●	●	●
Vulnerable Sector Verification (VSV)							●	●	



- Resource: [Screening Disclosure Form](#)
- Resource: [Screening Renewal Form](#)
- Resource: [Declaration Of Confidentiality And Non-Disclosure](#)
- Resource: [Volunteer Application Form \(no current link\)](#)
- Resource: [Coach Application Form](#)
- Resource: [Current Screening Committee \(no current link\)](#)