

## VOLUNTEER SCREENING POLICY

**Calgary South Little League** performs annual volunteer screening as mandated by Little League Canada and Little League International, for the safety of our athletes and our community. This is a mandatory condition for our league to receive a charter from Little League Canada to play baseball.

All volunteers (coaches, team managers, and members of the League Executive) must submit a **Police Information Check form**. All applicants must successfully complete the screening procedure as outlined below. Any applicant not having a clear Police Information Check will not be permitted to volunteer with our league.

**Who pays for the screening and what do I submit?** The cost of the volunteer screening is paid for by the league. The Police Information Check form must be completed in blue ink by the applicant and must be signed in the presence of a member of our screening committee who is required to witness your signature. Along with the form, a photocopy of two pieces of acceptable identification is required.

### **What type of identification is required?**

#### **One of the following government issued picture I.D. such as:**

- Provincial Driver's License
- Alberta Identification card
- Passport
- Citizenship card
- Native Status card
- Firearms P.A.L. or P.O.L. card
- Military I.D. card

#### **Plus One of the following other government issued I.D. such as:**

- Birth Certificate
- Social Insurance Number card
- Alberta Health Care card
- Immigration documents
- Marriage Certificate
- Permanent Residency card

**When can I submit the forms in person?** The forms can be submitted at the in-person registration session or at any of the player evaluation sessions. A photocopier will be available at these sessions for copying I.D. Please contact the league Safety Officer if you have any questions. Contact details are on the "Executive" page of this web site.

### **IMPORTANT!**

The forms and identification must be submitted to the League Safety Officer or a member of the screening committee in person. Please do not mail or fax forms to the league or go to the Calgary Police Service to submit forms. The league must submit these as we have a Memorandum of Understanding approved by the Calgary Police Service that gives us special permission to get this done without requiring all of our volunteers to go to the Police in person.

**What happens after the forms are submitted?** Once we have a group of applicants to screen, the Police Information Check forms and the photocopy of your I.D. is sent to the Calgary Police Service for processing. They will return a letter to the league Safety Officer with the applicant's names stating whether they were cleared or unable to clear. If an applicant is cleared then they will not hear anything back from the league and will be permitted to volunteer. However, should an applicant be unable to clear they will be contacted by the League's Safety Officer and asked to go down to the Calgary Police Service in person to provide further information, which may involve fingerprinting, to try to resolve their 'unable to clear' status. Should an applicant not wish to complete this procedure they will not be permitted to volunteer with our league. Applicants who are subsequently unable to clear after going to the Police will also not be permitted to volunteer.