

POLICY AND OPERATING PROCEDURE #04

CRIMINAL ACTIVITY CHECK

Version: 07 Feb 05

1. Orleans Little League Baseball Incorporated (OLLB) has zero tolerance for criminal activities by Directors, Officers, Managers, Coaches, Umpires, Agents, Players or Volunteers which may put the children and players at risk.

DEFINITIONS

2. For the purpose of this policy, a criminal activity is:

a) an activity as a result of which a person or individual has a record of offences: and

b) an activity which, when it exists on a person's record, is determined by a vote of the Board of Directors of OLLB to be of a nature such that it puts other members at risk.

3. A Member of OLLB is a Director, Officer, Manager, Coach, Umpire, Player, Agent or Volunteer.

CHILD PROTECTION

4. All members of OLLB, as a condition of holding their positions, will consent to a police check for a record of criminal offences. Verified records of offences will bar the person or individual from positions with OLLB, subject to the Complaint and Appeal Process outlined below.

5. Members of OLLB will inform the appropriate authorities of incidents in violation of this Policy.

COMPLAINT AND APPEAL PROCESS

6. The Safety Officer receives positive confirmation from fingerprint test.

7. The Safety Officer immediately reviews the situation with the President to decide on the interim action to be taken pending full investigation of the matter.

8. The Safety Officer provides the individual and the President with a written report of the information from para 7 within 48 hours of receipt of the information.

9. The individual withdraws from OLLB or within 48 hours submits a written response to the Safety Officer.

10. Within 72 hours of the receipt of the response, the Safety Officer submits a written recommendation to the President regarding the action to be taken by the Board. A copy of the recommendation is submitted to the complainant and the respondent.

11. The President puts the item on the next agenda of the Board as the first item of business. The complainant and the respondent are given the opportunity to attend this part of the Board meeting to state their positions. The Board reviews the item

and decides by majority vote the final and binding disposition of the matter. This part of the Board meeting is held in-camera.

12. The Board's decision is issued to the complainant and respondent in writing within 7 days of the Board meeting.

MISCELLANEOUS

13. The Safety Officer will maintain a confidential file of all incidents related to this Policy.

14. If the matter referred to in para 7 involves the Safety Officer, then the President will replace the Safety Officer in the Complaint and Appeal Process.

15. If the matter referred in para 7 involves the President, then the Secretary will replace the President in the Complaint and Appeal Process.

16. The following forms are used in actioning this policy:

a) Policy Letter to Managers;

b) Consent and Authorization for Police Register Check; and

c) Fax Transmittal to Police Contact Form.