
Vulnerable Sector Check (VSC) & Reimbursement Policy & Procedure

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1. Purpose

1.1. This policy establishes procedures for screening volunteers through Vulnerable Sector Checks (VSCs) and for reimbursing eligible individuals for the cost of obtaining a VSC, while ensuring privacy and responsible use of Valley East Minor Baseball Association (VEMBA) funds.

2. Scope

2.1. This policy applies to head coaches, assistant coaches, team staff, and any volunteer roles requiring a VSC.

3. Requirement

3.1. A valid VSC is required for applicable roles.

3.2. To be considered valid:

3.2.1. the VSC must be dated within three (3) years as of September 30 of the current season.

3.3. Where a VSC has already been reviewed and accepted within the applicable three (3) year period, VEMBA may accept a Declaration Statement in lieu of obtaining a new VSC (see Section 4).

3.4. VEMBA may deny or remove participation based on screening results.

3.5. VEMBA will provide a Letter from the Association, upon request, which individuals may submit to their local police service when applying for a VSC.

4. Declaration Statement (Interim Years)

4.1. In years where a new VSC is not required, individuals must complete a Declaration Statement confirming that:

4.1.1. they have not been convicted of an offence under the Criminal Code of Canada for which a pardon has not been issued or granted,

4.1.2. they have not been convicted of an offence in any other country for which a pardon has not been issued or granted,

- 4.1.3. they do not have any current charges, pending matters, or ongoing investigations involving criminal offences, and
- 4.1.4. they are not currently subject to disciplinary action, suspension, or sanction by a sport or community organization.

4.2. The Declaration Statement must be:

- 4.2.1. completed and submitted annually, and
- 4.2.2. reviewed by the President or their designate prior to participation.

4.3. VEMBA reserves the right to:

- 4.3.1. request a new VSC at any time, and
- 4.3.2. deny participation based on the contents of a Declaration Statement.

5. Designated Authority

5.1. The President or their designate is responsible for:

- 5.1.1. reviewing all VSCs,
- 5.1.2. determining clearance, and
- 5.1.3. maintaining the verification log.

5.2. Final approval authority rests with the President.

5.3. All VSC and Declaration Statement communication shall be directed to the President or their designate using the designated association email account: president@vemba.ca

6. Submission Process

6.1. VEMBA operates in a digital-only environment.

6.2. VSCs and Declaration Statements must be submitted using one of the following methods:

- 6.2.1. **Preferred Method:** secure viewing with no retention, or
- 6.2.2. **Alternative Method:** electronic submission, with prompt deletion after review.

6.3. All electronic submissions shall be directed to the President or their designate using the designated association email account: president@vemba.ca

7. Verification Process

7.1. Only the following information is recorded:

- 7.1.1. Name
- 7.1.2. Role
- 7.1.3. Date verified
- 7.1.4. Type of verification (VSC or Declaration Statement),
- 7.1.5. Clearance status
- 7.1.6. Reviewer (President or designate)

8. Access and Confidentiality

8.1. Access to Vulnerable Sector Check (VSC) documents and screening review processes is restricted to the President or their designate on a need-to-know basis.

8.2. Access to the VSC verification log (spreadsheet) may be granted to members of the VEMBA Board for administrative and oversight purposes.

8.3. Board members with access to the verification log shall:

- 8.3.1. use the information solely for VEMBA-related purposes,
- 8.3.2. maintain strict confidentiality, and
- 8.3.3. not share or distribute the information outside of the Board.

8.4. VSC information is highly sensitive and must not be shared, copied, or retained outside of the processes outlined in this policy.

9. Retention and Disposal

9.1. VSC documents are not retained.

- 9.1.1. Any received copies are deleted after review.
- 9.1.2. Only a minimal verification log is maintained.

10. Screening Review Process (Non-Clear Results)

10.1. Where a VSC identifies information that does not clearly support approval, VEMBA may undertake a further review prior to making a final determination.

10.2. This review is conducted at the discretion of the President or their designate, with final approval authority remaining with the President.

10.3. Additional Requirements:

- 10.3.1. The individual may be required to provide additional information, which may include:

- 10.3.1.1. a written explanation of the information identified,
- 10.3.1.2. a minimum of three (3) references, including at least one from a position of trust or prior volunteer/employment role, and
- 10.3.1.3. any other supporting documentation deemed relevant.

10.3.2. The individual may be required to participate in an interview with the President and one (1) additional Executive board member.

10.4. Decision-Making Criteria

10.4.1. VEMBA may consider:

- 10.4.1.1. nature and severity of the matter
- 10.4.1.2. time elapsed
- 10.4.1.3. rehabilitation or changed behaviour
- 10.4.1.4. relevance to role
- 10.4.1.5. feedback from references

10.5. Outcome

10.5.1. The President will determine:

- 10.5.1.1. Approved
- 10.5.1.2. Approved with conditions
- 10.5.1.3. Not Approved

10.5.2. The decision is final.

10.6. Confidentiality

10.6.1. All information gathered:

- 10.6.1.1. remains confidential,
- 10.6.1.2. is not retained beyond what is necessary, and
- 10.6.1.3. is not shared outside the review process.

11. Automatic Disqualification Criteria

11.1. The following will result in automatic disqualification:

- 11.1.1. offences involving sexual misconduct or exploitation of a minor
- 11.1.2. child abuse or neglect
- 11.1.3. luring, grooming, or exploitation of a vulnerable person
- 11.1.4. child pornography
- 11.1.5. human trafficking or exploitation
- 11.1.6. violence against a child

11.2. Presumption of Risk

- 11.2.1. Where a VSC identifies any of the offences listed in Section 11.1, the individual shall be deemed not eligible to participate in any role involving youth within VEMBA.
- 11.2.2. No further review or interview process will be conducted in these cases.

11.3. Other Serious Offences

- 11.3.1. Where a VSC identifies other serious offences (including, but not limited to, assault or domestic violence), the individual shall be subject to the Screening Review Process outlined in Section 9.
- 11.3.2. Approval is not guaranteed and may result in:
 - 11.3.2.1. approval,
 - 11.3.2.2. approval with conditions, or
 - 11.3.2.3. denial of participation.

12. Discretionary Authority

12.1. VEMBA reserves the right to deny participation where, in its judgment, the safety of participants or the reputation of the association may be at risk.

13. Reimbursement Eligibility

13.1. Reimbursement is provided only if all of the following conditions are met:

- 13.1.1. the individual is approved for a role,
- 13.1.2. the VSC is reviewed and cleared,
- 13.1.3. the result supports approval, and
- 13.1.4. valid proof of payment is submitted.

13.2. VEMBA expects that individuals receiving reimbursement will actively participate in their assigned role throughout the season.

13.3. VEMBA reserves the right to withhold reimbursement where an individual has not meaningfully participated in their assigned role.

14. Reimbursable Amount

14.1. Reimbursement covers the actual cost paid, subject to any maximum set by the VEMBA Executive.

15. Submission for Reimbursement

15.1. To request reimbursement, individuals must email treasurer@vemba.ca with the following information:

15.1.1. proof of payment (receipt),

15.1.2. name,

15.1.3. role, and

15.1.4. team name and division.

15.2. Upon receipt of the request, the Treasurer shall confirm with the President or their designate that the individual has been reviewed and cleared in accordance with this policy.

16. Method of Reimbursement

16.1. The Treasurer shall issue reimbursement by e-transfer.

16.2. Reimbursements will be processed on or before June 30 of the applicable season.

17. Record Keeping

17.1. VEMBA will retain records for reimbursements:

17.1.1. Name,

17.1.2. Role, team name, division,

17.1.3. Reimbursement amount, and

17.1.4. Date of reimbursement.

18. Non-Compliance and Misuse

18.1. Failure to provide a required VSC shall result in removal from the role.

18.2. Where an individual has submitted a Declaration Statement and is permitted to participate pending submission of a required VSC, failure to provide the VSC within the timeframe established by VEMBA may result in immediate removal from the role.

18.3. A VSC or Declaration Statement must be reviewed and cleared at least one (1) week prior to the first instance in which the individual will be interacting with VEMBA players.

18.4. If it is determined that a false Declaration Statement has been submitted, the individual will be removed from their role, regardless of the nature of the underlying matter, and will not be eligible for further review or interview under this policy.

18.5. False reimbursement claims may result in denial and further action.

19. Policy Review

19.1. This policy will be reviewed annually or as needed.

END OF POLICY AND PROCEDURE