

# Hampton Little League Risk Management Disclosure Statement



## 1. VOLUNTEER DISCLOSURE STATEMENT:

The HLL thanks you for volunteering your time to assist the Youth of BC in learning and playing the game of Baseball/Softball. Due to the potential for incidents involving adults in coaching and supporting roles and youth under their direct supervision, the Board of Directors has devised a procedure to assist in managing this risk.

Criminal Record Checks (CRC) will remain valid for 3 years from valid year of submission. In those years when a CRC is not submitted, a Risk management disclosure Statement must be completed and submitted. The intent of this procedure is to ensure the protection of our volunteers and our youth. Please be assured that maximum confidentiality will be maintained. Your cooperation is greatly appreciated.

## 2. APPLICATION:

First Name: \_\_\_\_\_ Initial: \_\_\_\_ Last Name: \_\_\_\_\_ Gender M / F  
(Please Print) (Please Print) (Circle)

Address: \_\_\_\_\_ City: \_\_\_\_\_ BC  
(Please Print)

Postal Code: \_\_\_\_\_ Telephone Numbers: Home: \_\_\_\_\_ Home 2 \_\_\_\_\_  
 Cell \_\_\_\_\_ Work \_\_\_\_\_

I, the undersigned, understand that my volunteer position with the **HLL** is contingent upon a review and approval of this truthfully completed and signed **Risk Management Disclosure Statement**. I also understand that the information, which I have provided, is subject to verification, which may include a criminal history check. I further understand that if I am permitted to volunteer, I may be discharged for any misrepresentation or omission on this form or as a result of the verification process. This form must be updated every year or a valid CRC provided.

Drivers Licence Number \_\_\_\_\_ Date of Birth (D/M/Y) \_\_\_\_\_  
(If your surname had changed for any reason (i.e. marriage) please indicate previous surname) (Please Print)

Years Involved in baseball: \_\_\_\_\_ Volunteer Position within HLL: Admin/ Coach/ Manager/ Umpire/ Other

Does your job or other volunteer activities require a criminal record check (Y / N) (Circle at least one)

If yes, when was it last done: \_\_\_\_\_ Required By: \_\_\_\_\_  
D / M / Y Please Print - Name of organization

**3.** A list of relevant offences is listed below. If you can answer **YES** to one or more of these relevant offences, you are required to write, on a separate sheet of paper, the circumstances of the incident, with relevant dates, times and the results of the conviction, suspension or fine. When you hand in the **Risk Management Disclosure Statement**, please attach, if applicable, your **written statement about the crime of violence and/or any crime against a person**.

**3a. Have you ever been convicted of a crime of violence and/or any crime against a person? YES / NO**  
(Please circle one)

**3b. Have you ever been convicted, suspended or fined for driving while under the influence of drugs and/or alcohol? YES / NO**  
(Please circle one)

**SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The protection of volunteers and players is our top priority**

<b>* Office Use Only*</b>	Date Received _____	Date Reviewed _____	Reviewer Initial _____
	CRC requested Yes / No	Date CRC received _____	
Comments/ Follow up remarks: _____			



# Hampton Little League Risk Management Disclosure Statement

## Responsibilities, Instructions and Process

### Responsibilities

#### HLL Board

- Promote and support the requirement for volunteers to complete and submit the required forms
- President and Safety Officer to ensure forms are completed, submitted and reviewed
  - Address questions or issues around completion/ submission of the required forms

#### Volunteers

- Complete and submit the required forms as soon as possible/ before April 15<sup>th</sup>
- Encourage and support the HLL Board, other volunteers to complete/ submit the required forms
- Team Managers and program coordinators are responsible to ensure that the required forms are completed and submitted by those volunteers under their authority.

### Instructions

The Risk Management Disclosure Statement needs to be completed annually:

- For all volunteer positions (e.g. Board members, managers, coaches, park supervisors etc.) where parental supervision is absent or limited where players are involved.
- When a valid Criminal Record Check is on file with HLL and is within the 3 year validation date (not more than 3 years old)
- Copies of a valid Criminal Record Check that may be required for work or other volunteer activities are acceptable provided they are no more than 3 years old. It is recommended that a copy of the CRC accompany the completed Risk Management Disclosure Statement.
- A copy of a valid Criminal Record Check may be requested as part of the Risk Management Disclosure Statement review process.

Please Note: *Effective April 2007, Criminal Record Checks must be completed and submitted to HLL no less than every 3 years.*

### Process

- As soon as a volunteer has agreed to take on a volunteer position, the required forms should be completed and submitted with out delay.
- Completed Risk Management Disclosure Statements and/ or a current Criminal Record Check and/ or required volunteer form(s), must be submitted to the HLL President or Safety Officer no later than April 15<sup>th</sup>.
- Failure to have appropriate documentation such as a valid Criminal Record Check, Volunteer form or Risk Management Disclosure Statement on file places the organization, the volunteer and the youth at risk and will result in removing volunteer from their current role.