



# BRITISH COLUMBIA ULTIMATE SOCIETY

BC Ultimate Society  
RPO King Edward Mall  
PO Box 38097  
Vancouver, BC  
V5Z 4L9  
bcultimate.ca  
@bcultimate

Document	Volunteer Policy
Created	Mar. 2019
Updated	Oct. 2021

This policy outlines how the British Columbia Ultimate Society (BCUS) appoints volunteers.

BC Ultimate believes that volunteers will perform their best and contribute the most when they are qualified to undertake the role in which they are elected or appointed. BC Ultimate will endeavour to ensure that volunteers are placed in the most suitable roles.

## 1.0 Positions

- 1.1 Board of directors. Directors are elected by the membership at the BCUS Annual General Meeting (AGM). If a position becomes vacant between AGMs, the board may put out a call for applicants and/or select a new director from the membership to fill the remainder of the term for the vacant position.
- 1.2 Tournament Directors. Tournament Directors (TDs) for tournaments run or managed under the BCUS heading are appointed by the BCUS General Manager.
- 1.3 Tournament Volunteer Positions. Volunteer positions that have a focus on individual tournaments and are not specifically listed in this policy as being the responsibility of another position or body fall under the domain of the General Manager. The General Manager has the responsibility of appointing all such positions or deferring the responsibility to the appointed TDs. A position such as this only requires board ratification if the position has a stipend.
- 1.4 Development related positions. Volunteer positions that have a focus on development, and are not specifically listed in this policy as being the responsibility of another position or body, fall under the domain of the board of directors. This includes, but is not limited to the junior's coordinator and the outreach coordinator.
- 1.5 Juniors Coaches. Juniors coaching positions fall under the responsibility of the board of directors. The board of directors have the responsibility of appointing all such positions or deferring the responsibility to the juniors coordinator under supervision of the General Manager.



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- 1.6 General Support. All positions that are related to the general administration of BCUS fall under the domain of the BCUS General Manager. The General Manager has the responsibility of appointing all such positions and may do so through consultation with the board of directors. General administration positions include, but are not limited to, the following positions: web master, volunteer coordinator, marketing coordinator. A general administration related position will only require board ratification if the position has a stipend.
- 1.7 Board oversight. The BCUS board of directors reserves the right to review any and all volunteer appointments.

## 2.0 Screening of Volunteers

- 2.1 References. BC Ultimate may, in its sole discretion, request and check references for applicants or appointees interested in association volunteer positions, as determined from time to time by the Executive Committee.
- 2.2 Criminal Records Check. All positions listed in this policy must submit a Criminal Record Check (CRC), including a Vulnerable Sector Check every three years. The first CRC must be completed and submitted to BC Ultimate prior to commencement of duties or no later than 30 days after their CRC 3-year anniversary date.
- 2.3 CRC Process. BC Ultimate is a registered organization with the BC Government's Criminal Records Review Program. Our members may use this service to undergo Criminal Records Checks (CRC) for their volunteers free of charge. Volunteers can undertake the CRC process:
  - a. On-Line: Go to <https://justice.gov.bc.ca/eCRC/home.htm> Access Code: ADMAB3Y6XL.
  - b. Email/FAX: Download Manual Form CRR026 here:  
<http://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/forms/volunteer-forms>

For Section 2, Part A use the following information:

Volunteer Organization Name: BC Ultimate Society  
Organization Contact Person Name and Title: Brianne Wager, Secretary  
ID Number: 1639125

Form can be emailed to [criminalrecords@gov.bc.ca](mailto:criminalrecords@gov.bc.ca) or FAXed to 250-953-0408.

- 2.4 Confirmation. Completed CRCs will be sent directly to BC Ultimate. BCU will record all completed CRCs with expiry dates.
- 2.5 Failure to Participate. Failure to participate in the CRC process as outlined in this policy will result in ineligibility of the individual for the volunteer position under consideration.

## 3.0 Change of Status while service with BC Ultimate Society



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- 3.1 Should an individual in a designated category be charged with a relevant offence, that individual will be suspended from the position by BC Ultimate pending the resolution of the charge.
- 3.2 Should an individual in a designated category receive a conviction for a relevant offence, he or she may face expulsion from BC Ultimate in accordance with the Bylaws and membership policies.