

CRIMINAL RECORD SEARCH POLICY	Effective Date: June 6, 1999
	Revised: October 3, 2009
	Revised: October 2, 2010
	Revised: August 4, 2011

Hockey Northwestern Ontario's Risk, Conduct and Safety Management Committee has established the policy, which will operate as follows:

- 1) This Policy applies to all Hockey Canada Registry registered team personnel, any person who may be in contact with children in a hockey program, all Team, League and Association Executive, and all Referees over the age of 18. All Branch staff and Directors are required to have a records search.
- 2) Each person will complete their own Criminal Records Search to ensure confidentiality.
- 3) Each person will then deliver their record to their designated Paper Holder.
- 4) Each paper record search will be reviewed by the Paper Holder who will advise the appropriate President if there are any concerns.
- 5) If a negative search arises, the appropriate President will then make a decision as to allow the person to continue in their position or suggest or relieve his/her of their position.
- 6) If the person feels that he/she has been unfairly dealt with by the appropriate President's decision, he/she may appeal to a tribunal of the Risk, Conduct and Safety Management Committee.
- 7) Each person will have a criminal record search completed every three (3) years. All searches must be kept on file for the duration.
- 8) Searches must be completed by November 1 of the current hockey season.

Notes and Definitions

Criminal Records Search:

Searches must be completed by the local Associations jurisdictional Law Enforcement Agency, the Ontario Provincial Police, Royal Mounted Police

Searches must include results for a Criminal Record Check (CRC) and a Vulnerable Sector Search (VSS).

Paper Holder:

That person who will keep control of the paper Criminal Record searches for that Association.

This person will be someone who is trustworthy and will not make the information public knowledge. (e.g., but not limited to a police officer, corrections officer, lawyer).

Appropriate President:

The president of a Team, League or Association as defined in By-Law 1(100[h]).

Criminal Records Search Focus

- 1) Any incident that would indicate any violence toward children firstly and anyone else secondly.
- 2) Any recent convictions of impaired driving.
- 3) Any convictions of theft of money or fraud related to finances.

NOTE: If any criminal records search produces a concern in regards to any of the three criteria, then the appropriate President will make the appropriate decision in regards to their further involvement.

Verification of Compliance:

a) Team, League and Associations

A form signed by the President of the Team League or Association identifying and acknowledging that each required person has a completed CRC and Vulnerable sector search. President's signature acknowledges his acceptance of the responsibility of its accuracy and compliance for all listed persons.

b) Referees

A form signed by the Branch RIC or appropriate President, identifying and acknowledging that each required person has a completed CRC and VSS. RIC acknowledges his acceptance of the responsibility of its accuracy and compliance for all listed persons.

c) Staff and Directors

Compliance will be monitored by the branch General Manager and verified by the President:

Failure of Compliance

Individuals who do not have a completed search as defined above will be barred from participation in all Hockey Canada sanctioned events until such search has been completed.