

## Police Record Checks

### 1. Effective Date

This NMHA Policy is effective April 16, 2001.

### 2. Policy Objective

The Nepean Minor Hockey Association is committed to creating and maintaining a safe environment for its participants. An integral part of the NMHA's screening process for volunteers and employees is the use of Police Record Checks to identify any person (volunteer or staff) who may harm children or vulnerable adults.

### 3. Policy Statement

It is NMHA policy that:

- Volunteers and employees working closely with players and holding positions of authority be screened utilizing Police Record Checks (PRC's);
- The PRC is a mandatory personnel screening tool;
- PRC's are required for each volunteer and employee once every three years;
- NMHA volunteers and employees must complete the PRC process, at the very latest, one month after assuming their respective roles in the NMHA. Every effort should be made to complete the PRC process before an individual assumes their respective role in the NMHA.

### 4. Application

This policy applies to all NMHA Directors, Convenors, employees and all NMHA House League and Competitive Program coaches, assistant coaches, trainers and managers.

### 5. Policy Requirements

- (a) Individuals submitting applications for volunteer positions or employee positions must complete a *Consent for Criminal Records Check* form. Applications that are incomplete or filled out incorrectly will not be considered until revised accordingly;
- (b) NMHA Directors must complete a *Consent for Criminal Records Check* form within two months following the Annual General Meeting in May. Directors failing to complete the form within the required time frame will relinquish their respective appointment to the NMHA Board of Directors;
- (c) NMHA employees, coaches, assistant coaches, managers and trainers must complete a *Consent for Criminal Records Check* form within one month after assuming their respective NMHA role. Individuals failing to complete the form within the required time frame will relinquish their NMHA role;
- (d) The NMHA President is responsible for the screening of office staff and all members of the NMHA Board of Directors, ensuring that each and every individual completes a *Consent for Criminal Records Check* form prior to conducting their respective role in the NMHA;
- (e) NMHA Directors are responsible for the screening of volunteers and staff, within their respective areas of responsibilities, ensuring that each and every individual completes a *Consent for Criminal Records Check* form within one month after assuming their respective role in the NMHA;
- (f) The NMHA Director of Risk and Safety is responsible for the processing of Police Record Checks on behalf of the NMHA through local police forces;
- (g) PRC's that result in a positive hit indicates that the individual has a conviction for a criminal offence and/or has a pardon for a sexual offence;
- (h) The NMHA Director of Risk and Safety will contact any individual who receives a positive hit to request a confidential, written disclosure of their Criminal Record. This information will then be brought forward to an NMHA Committee consisting of the NMHA President, Vice President and Director, Risk and Safety. A hearing will be held to discuss the matter and to assess the relative risk(s) to the NMHA, particularly from the players' perspective, taking into consideration the position held by the individual, the nature of the offence and the time frame of the conviction. Where appropriate, the Committee will utilize the services of the local police community to provide advice. The Committee will determine an appropriate course of action, including, but not limited to, the suspension and/or release of the individual from their NMHA responsibilities. The individual will be informed of the results within twenty-four (24) hours of the decision having been made. Decisions that result in the release of individuals from their NMHA responsibilities will be forwarded to the ODMHA Chairperson, Risk and Safety Committee in the interest of preventing high risk individuals from involvement in another minor hockey association within the ODMHA;

- (i) Refusal to provide written disclosure of a criminal record or any record of a sexual offence (including a pardoned sexual offence) will cause the individual to be ineligible for a volunteer position within the NMHA. In addition, the ODMHA Chairperson, Risk and Safety Committee will be advised accordingly.

## **6. Monitoring / Records**

- (a) The NMHA Director, Risk and Safety will maintain a master list of individuals who have completed the PRC process within each three year period;
- (b) The NMHA House League and Competitive Programs Directors will provide the NMHA Director, Risk and Safety with updated and accurate lists of all volunteers associated with each team each season in order to cross reference names so as to ensure compliance with the program. These lists should be made available as soon as individuals are assigned volunteer responsibilities;
- (c) The NMHA Registrar will provide the NMHA Director, Risk and Safety with a copy of each team list as they are approved to facilitate the maintenance of the master list.

## **7. Frequently Asked Questions (FAQs)**

### **7.1 Does the use of Police Record Checks as part of the NMHA screening process suggest that volunteers can't be trusted?**

No. The use of Police Record Checks addresses the fact that people seek out voluntary organizations to cause harm. Like most forms of insurance, PRC's are designed to prevent theft, property damage and physical and emotional abuse.

### **7.1 What should a volunteer know about screening?**

Individuals should understand that the screening process is confidential and is not dependent on the applicant but on the position being filled. Screening ensures the best match for the position is made and vulnerable individuals are protected.

### **7.2 I'm on the NMHA Board of Directors. Do I have to be concerned about screening of volunteers?**

Absolutely! The NMHA Board of Directors is ultimately responsible (and as a result, potentially liable) for the services and programs run by the NMHA. It is in your best interests, as well as those that the NMHA serves, to establish ground rules that guide staff in designing appropriate screening measures.

### **7.3 On what basis can an organization refuse an applicant for a volunteer position?**

An applicant can be refused if his or her interests and experience do not meet the requirements of the position or if their background makes them unsuitable to work with vulnerable people.

## **8. Policy Approval Date**

This NMHA Policy was approved by the NMHA Board of Directors at the NMHA Board Meeting of April 16, 2001.