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## Mississauga Ringette Association

P.O. Box 21051 RPO Meadowvale

Mississauga, Ontario, L5N 6A2

[www.MississaugaRingette.com](http://www.MississaugaRingette.com)

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## Mississauga Ringette Association

### Volunteer Vulnerable Sector Check Policy

#### Effective

Approved by Mississauga Ringette Association (MRA) executive February 20, 2018

#### Ringette Ontario

The Ringette Ontario (RO), has implemented Volunteer Screening as a mandatory process for RO Member Association volunteers. The purpose of this policy is to comply with the Police Records Checks Reform Act as a volunteer organization.

#### Volunteers

Volunteers at all levels of the MRA Organization (House League, Rep, and Executive), including bench staff (coaches, assistant coaches, trainers, managers) are required to obtain Vulnerable Sector checks.

#### Guidelines

1. Vulnerable Sector (VS) checks are considered valid for three (3) years from the date of issue.
2. All volunteers working with minors must show an original Vulnerable Sector Check dated within **3 years of the end of the playing season** to the Vice-President of Operations by October 15th at the beginning of the season. Proof of application must be submitted by that date or the individual will not be allowed to volunteer. MRA cannot accept other volunteer work as eligibility of volunteer screening. The team manager should arrange for the VP, Operations to meet with the volunteers to view the **original form**.

3. Any volunteer who has a valid Vulnerable Sector check on record with the MRA (i.e. issued within the past two (2) seasons), will be required to complete an Annual Declaration Form, and show it to the VP, Operations by October 15th of the playing season.
4. Any new volunteers added to the bench staff after October 15th, will have two (2) weeks to submit their Vulnerable Sector application to the applicable police service and turn the receipt over to the VP Operations. If this receipt is not in the hands of the VP of Operations by that time, that member of the bench staff will not be allowed behind the bench in any league or region sanctioned game until it has been turned over.
5. MRA Executive will be informed of the approved results of the respective coaches and volunteers for their records.
6. Most police forces charge the applicant for the Vulnerable Sector screening associated with coaches and volunteers. The respective team should cover the costs in their team budgets. Volunteers not specifically attached to a team (ie executive, U10/U12 House League, Learn to Play), will be reimbursed by the MRA.
7. For volunteers residing in the City of Toronto, please contact the VP, Operations for a copy of the form that is required by Toronto Police Services.
8. The MRA reserves the right to request a new Vulnerable Sector check be conducted and the form inspected by the VP, Operations at any time during the playing season.
9. A letter to confirm your volunteer role will be provided by the VP, Operations, upon request.



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## Annual Offence Declaration

Volunteer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Please complete the following two (2) sections:

### Section 1:

I declare, since the last criminal record check collected by the Mississauga Ringette Association (MRA), or since the last Offence Declaration given by me to the MRA, that:

I have no convictions under the *Criminal Code of Canada* up to and including the date of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act (Canada)*

**OR**

I have been convicted of the following criminal offences under the *Criminal Code of Canada* for which a pardon under Section 4.1 of the *Criminal Records Act (Canada)* has not been issued or granted to me.

### List of offences:

1)

a) Date: \_\_\_\_\_

b) Court Location: \_\_\_\_\_

c) Conviction: \_\_\_\_\_

2)

a) Date: \_\_\_\_\_

b) Court Location: \_\_\_\_\_

c) Conviction: \_\_\_\_\_

### Section 2:

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_  
(city) (day e.g. 25<sup>th</sup>) (month) (year)

Volunteer Signature: \_\_\_\_\_

### Important:

The original Offence Declaration, completed in full, must be submitted to the MRA, VP, Operations by October 31, 2018. Volunteers who fail to meet this deadline will be removed from the team's TRF.

Due to the highly confidential nature of the information contained on this form, the Mississauga Ringette Association is committed to providing limited, restricted and secured access to this information. As a result, to assist us in our effort to maintain our privacy, we request that you do not disclose or provide this form, or any information related to this form, to any individual other than the one indicated below. Once this form is completed in full, it should be returned within the timelines in a sealed envelope marked "confidential" to:

Mississauga Ringette Association  
VP, Operations