

	<b>Title</b>	<b>Volunteer Screening</b>
	<b>Policy #</b>	Record Checks – 5.1
	<b>Draft Date</b>	December 1, 2019
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	<b>Revised Date</b>	
	<b>Owned By</b>	Risk Management/Executive Committee

## 1.0 OVERVIEW

This policy will provide the framework for our organization to screen potential volunteers and coaches to work with our membership. This screening policy will also give us a consistent procedure for dealing with items that appear on vulnerable sector criminal record checks.

## 2.0 POLICY

- 2.1 All AMHA coaches - volunteer or paid, within the organization must complete a Vulnerable Sector Verification which includes a Canadian Criminal Record Check (CRC) through the RCMP, Local Police or a third-party provider at a minimum of every three years.
- 2.2 In the event that the information contained in the CRC changes, after it has been submitted to AMHA, it is the responsibility of the person to obtain a new CRC and provide it to the AMHA office so that we can keep on top of any situations that should be dealt with.
- 2.3 At any time, AMHA can request a volunteer to obtain a new CRC if they suspect that the individual has not followed 2.2. If the individual is not willing to provide an up to date CRC, this could be grounds for immediate suspension from their position within AMHA.
- 2.4 If a CRC lists outstanding offenses, the AMHA Screening Committee will review the particulars and decide if AMHA will allow the individual to continue to volunteer in their position.
  - 2.4.1 Provided a pardon has not been granted, the following examples are considered to be offenses that may cause the individual to not pass the screening requirements or to have conditions imposed on the individual by the Screening Committee:

2.4.1.1 If imposed in the last three years:

- i) Any offense involving the use of a motor vehicle, including but not limited to impaired driving
- ii) Any offense for trafficking and/or possession of drugs and/or narcotics
- iii) Any offense involving conduct against public morals
- iv) Any offense involving theft or fraud

2.4.1.2 If imposed in the last ten years:

- i) Any crime of violence including but not limited to, all forms of assault
- ii) Any offense involving a minor or minors

2.4.1.3 If imposed at any time:

- i) An individual's conviction for any of the following *Criminal Code* offenses:
  - a. Any offense of physical or psychological violence
  - b. Any crime of violence including but not limited to, all forms of assault
  - c. Any offense involving trafficking of illegal drugs
  - d. Any offense involving the possession, distribution, or sale of any child-related pornography
  - e. Any sexual offense

3.0 PROCESS

- 3.1 All CRC's will be handed into the office at the beginning of each season
- 3.2 If the CRC is clear, the AMHA office staff will add the Issue Date of the CRC information to the Hockey Canada Registry system and keep a hard copy of all CRCs until they expire after three years, then they will be destroyed.
- 3.3 The Screening Committee will review any CRC's in question. This committee will be made up of the President, Discipline/Risk Management Coordinator, and a minimum of one other board member.
- 3.4 If there are any offenses, as listed above in 2.4, these CRCs will be submitted to the Screening committee to decide if they can volunteer or not. If not, then the individual will be notified by the Screening Committee that they will have to step down as volunteer.