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| Policy Category | Advocacy |
| Policy Name | CDMFA Policy for Police Information Checks & Vulnerable Sector Checks |
| Source | Football Alberta (AGM 2022), Alberta Association of Chiefs of Police, Edmonton Police Service, Government of Alberta "Criminal Record/Police Information Check Requirements" June 2021, Volunteer Alberta |
| Date | Approved 2023-03, 2025-03 |

Policy for Police Information Checks & Vulnerable Sector Checks

1. POLICE INFORMATION CHECKS

A Police Information Check is a collection of offense information, including convictions, non-convictions and other police information available from police record management systems, and provincial court records.

A criminal record / police information check is required for the applicant, and all partners, directors or officers of the business. The check is required from the policing organization serving the jurisdiction of the individual's primary residence. If you reside in a municipality with multiple police stations, contact the police service to be directed to the appropriate station location. This process may take from 7 to 30 days, or longer if you require confirmation of findings. Contact the police service for fees, hours of operation and requirements.

- 1.1. Any member of the CDMFA Executive or Staff, over the age of 18 years, with access to the operations of the association (example: data, cash, cheques and signing authorities) must submit a valid Police Information Check to the CDMFA Board
- 1.2. The CDMFA expects every Participating Association to follow the practice of conducting regular criminal records checks on all volunteers involved with the operational or financial activities of their association.
 - 1.2.1. As a minimum, the CDMFA **expects** that all Participating Associations **submit a list to the CDMFA Executive of personnel confirming current criminal records checks have been completed** for all volunteers with signing authority.
 - 1.2.2. Record Checks can contain sensitive information and should be handled by a designated and responsible person within the organization. Information provided in these reports is strictly confidential and will only be brought to the attention of the Board when the report content requires some action. The document itself must not be retained or copied, but rather returned to the owner.
- 1.3. Police Information Checks must be filed with the club/association for as long as the volunteer is associated with the club/association and renewed every 36 months should the volunteer stay past that time frame.
- 1.4. In the event that the Police Information Check returns a criminal record of any kind, the information should be forwarded to CDMFA Executive for review as soon as possible. Clubs should use their best discretion about employing the applicant until approved by CDMFA.
 - 1.4.1. The individual in question must be prepared to discuss the findings with the designated Executive member



- 1.4.2. Findings of the report will be assessed to determine how it could be related to the role or function of the volunteer or employee.
- 1.4.3. An appropriate response will be determined and documented on the individual's membership record.

2. **VULNERABLE SECTOR POLICE INFORMATION CHECK**

A Vulnerable Sector Police Information Check is required when an individual will be in a position of trust or authority of vulnerable persons. A vulnerable person is defined as a person who, because of their age, disability, or other circumstances, whether temporary or permanent, are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them

A Police Information Check requiring a Vulnerable Sector check can only be completed by the Police Service in which the applicant resides unless authorized by the Police Service in which the applicant resides. If the applicant has resided in other jurisdictions within the past 5 years, it is recommended that a Police Information Check also be obtained from those other jurisdictions.

Information included in a Vulnerable Sector Check includes a list of non-conviction locally held police records that demonstrate a pattern of behaviour that may pose a risk to vulnerable persons, a list of existing criminal convictions, any relevant convictions not yet recorded, court imposed orders, and a list of all pending court appearances.

- 2.1. The CDMFA requires every Participating Association to follow the practice of conducting regular Vulnerable Sector checks on all volunteers or employees, over the age of 18 years, in a position of trust or authority of vulnerable persons.
 - 2.1.1. As a minimum, the CDMFA **requires** that all Participating Associations **submit a list to the CDMFA Executive of personnel confirming current vulnerable sector checks have been completed** for all coaches, trainers, equipment personnel, and chaperones/managers.
 - 2.1.2. Record Checks can contain sensitive information and should be handled by a designated and responsible person within the organization. Information provided in these reports is strictly confidential and will only be brought to the attention of the Board when the report content requires some action. The document itself must not be retained or copied, but rather returned to the owner.
- 2.2. Vulnerable Sector Police Information Checks must be filed with the club/association for as long as the volunteer is associated with the club/association and renewed every 36 months should the volunteer stay past that time frame.
- 2.3. In the event that the Vulnerable Sector Check returns a criminal record of any kind, the information should be forwarded to CDMFA Executive for review as soon as possible. Clubs should not employ the applicant with children until approved by CDMFA.
 - 2.3.1. The individual in question must be prepared to discuss the findings with the designated Executive member
 - 2.3.2. Findings of the report will be assessed to determine how it could be related to the role or function of the volunteer or employee.
 - 2.3.3. An appropriate response will be determined and documented on the individual's membership record.

3. **Insurance Implications**



- 3.1. Not maintaining current information checks as outlined above, could result in the loss of insurance coverage, or revocation of insurance for the club/team/association.

4. Cost

- 4.1. Depending on your place of residence, the local police or RCMP may charge a fee to process your application. It is up to the clubs to coordinate payment or compensation.
 - 4.1.1. There may be an opportunity for clubs to waive fees or apply for grants to cover these expenses. Clubs/Managers can refer to: Vulnerable Sector Check Fee Waiver <https://volunteeralberta.ab.ca/for-organizations/volunteer-screening-program/#vulnerable-sector-check-fee-waiver>
- 4.2. A letter from the club will be required when filing the application. A sample of such a letter is attached.



SAMPLE LETTER

Association
Address
Email
Website

March ..., 2023

To: RCMP Detachment -

Re: Police Record Check – Vulnerable Sector Check

This letter is to verify that the following individual is in the process of becoming a volunteer with _____ Football Association.

_____ has volunteered with the _____ Football Association in the role of _____. As per requirements itemized by our Board of Directors, a current vulnerable sector check must be completed and submitted to the board before they can assume their responsibilities. Volunteers will be working with children and may have access to personal information and club funds.

We ask that, if possible, all costs of this process be waived for these people that have so graciously volunteered their own time to help the youth in our community.

Sincerely,

_____ Football Association

Per:

Name

President

email / phone