



## **Kneehill Minor Hockey Association**

Home of the Kneehill Chiefs

PO Box 575 Three Hills, AB. T0M 2A0

### **KNEEHILL MINOR HOCKEY ASSOCIATION VOLUNTEER SCREENING POLICY**

#### **Purpose:**

KMHA understands that screening volunteers is a vital part of providing a safe sporting environment. KMHA is responsible, by law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities, and events. The purpose of screening is to identify individuals involved with the Organization's activities who may pose a risk to the Organization and its participants. The screening process includes assessing risk, writing position descriptions, discerning suitability of an individual for a given task, providing training and, when necessary, modifying the setting and arrangement of a task.

KMHA requires that all members of the Board of Directors, Coaches, Assistant Coaches and Managers complete the applicable screening process.

#### **Defining Scope:**

Volunteers- are persons who are not on the active payroll with KMHA. For the scope of this policy this includes the KMHA Board of Directors, KMHA Coaches, KMHA Assistant Coaches and KMHA Managers.

Employed staff- A person on active payroll with KMHA. This would include the RIC and the concession manager.

NOTE: If any of the above stated positions overlap into different categories the person will be recognized as an employee as long as on the active payroll. If you are on contract you are defined as an employee regardless if you volunteer in another stream. If your contract ends and you stay on solely as a volunteer then you fall under the volunteer stream moving forward.

#### **Required Screening Steps**

<b>Volunteers</b> as defined by scope	<b>Employees</b> as defined by scope
Job expectations/description	Job expectations/description
Review of applicants- Head Coaches	Reference check
CRC with Vulnerable Sector Check from a police agency	CRC with Vulnerable Sector Check from a police agency
Reference check	Orientation/Training
Training ex. RIS	Supervision/Feedback
Orientation CAHL/manager/team meeting	

## **Process:**

1. All staff (as per scope) members and volunteers with the organization MUST complete an initial Vulnerable Sector Verification (VS) which includes a Canadian Criminal Records Check (CRC) through their local police detachment.
2. Every three years all staff and volunteers must complete a Criminal Records Check with Vulnerable Sector by going to their local police detachment . This is mandatory and an on-going condition of employment or volunteering.
3. Criminal Record Checks (CRC) with Vulnerable Sector Screening (VS) will expire on May 31st of the expiry year. Renewals must be completed prior to the start of the following season.
4. If a member is presenting a CRC with VS that is not new, it must have been issued within the last three years.
5. Review of the criminal records check and vulnerable sector verification, will be done in consultation with the KMHA President, Vice President and Registrar.
6. If a staff or volunteer provides falsified or misleading information, the person will immediately be removed from their position and may be subject to further discipline in accordance with the KMHA policies.
7. If a staff or volunteer is charged, subsequently receives a conviction for, or is found guilty of an offense they will report this circumstance immediately to KMHA. Failure to do so could result in suspension or termination.
8. Failure to participate in the screening process as outlined in this policy will result in a warning to potential ineligibility for the position sought.

## **Review Criteria**

A satisfactory CRC is either: confirmation from the police that no criminal records and / or charges exist; or that any existing convictions and / or charges are not relevant to the position, as determined by KMHA.

In determining whether any convictions and / or charges are relevant to the position, KMHA may gather information which may include a telephone or personal interview with the individual and / or other persons or agencies. KMHA, in making the final decision, will consider the following: (a) Relationship of the offence(s) to the nature of the position; (b) Number and nature of the charges and / or convictions; (c) When the offence(s) occurred; and (d) What the individual has done since the date of the offence. If after the review KMHA determines that the individual poses a risk and is not an appropriate candidate for the position, KMHA will immediately notify the individual in writing as to their status with the organization. KMHA will not necessarily refuse a position to an individual because he or she has been charged with or convicted of an offence of a type which does not pose a risk to the members of KMHA, considering the duties of the position the person is seeking to occupy.

## **Relevant Offenses**

The following is a list of non-exhaustive examples that are considered to be relevant offenses:

- i. Any offense involving the possession, distribution, or sale of any child- related pornography
- ii. Any sexual offense
- iii. Any offense involving theft or fraud

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- iv. Any offense for trafficking and/or possession of drugs and/or narcotics
- v. Any offense involving conduct against public morals
- vi. Any crime of violence including but not limited to, all forms of assault
- vii. Any offense involving a minor or minors

### **Criminal Convictions**

A conviction for any of the following Criminal Code offenses (non-exhaustive list) could result in removal from designated positions, competitions, programs, activities and events.

- i. Any offense of physical or psychological violence
- ii. Any crime of violence including but not limited to, all forms of assault
- iii. Any offense involving trafficking of illegal drugs
- iv. Any offense involving the possession, distribution, or sale of any child-related pornography
- v. Any sexual offense
- vi. Any offense involving theft or fraud

### **Safeguards**

Security safeguards will be implemented to ensure all personal information is protected from theft as well as unauthorized access, disclosure, copying, use or modification thereof. The level of safeguards employed shall be directly related to the level of sensitivity of the personal information collected. The more sensitive the information, the higher the level of security employed. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal, or disciplinary proceedings. All documents submitted as part of the Screening Process will be securely deleted or destroyed after they have been verified and documented by the Registered and/or the President.

### **Definitions**

“Vulnerable Sector Verification (VS)” – For individuals who are working with a vulnerable sector (such as with minor athletes or with persons with a disability), which also searches for the existence of any pardoned sex offenses.

“Criminal Records Check (CRC)” - This process verifies whether an individual has a criminal record and provides the applicant with the detailed information that can be legally disclosed.

**At the 2010 Hockey Canada Semi Annual Meeting, the Hockey Canada Board of Directors directed that as of 2011-2012 all Minor Hockey Associations and leagues, under the direction of their Branches, are to have a documented screening process**