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**Screening Policy (Policies on Criminal Record Checks And Volunteers & Members with Criminal Records)**

**Intent**

This policy is meant to enhance and support any Hockey Canada and/or Hockey Saskatchewan policies, and clarify certain aspects of the policy for Meadow Lake Minor Hockey Association Members. The full Hockey Canada and Hockey Saskatchewan regulations can be found on their websites. The Meadow Lake Minor Hockey Association accepts its significant responsibility with respect to all Members and especially the hockey players (vulnerable clients) that participate in our hockey program. This Association owes a duty of care to its Members, to staff, and to the community. Acceptance of this duty is reflected in all organization programs, services, and activities, as well as in our policies and procedures.

MLMHA recognizes that some of the positions in the organization are of significant trust. People applying for and undertaking positions of trust will be subject to more intensive initial and ongoing screening and supervision than individuals in placements which are not positions of trust. The Meadow Lake Minor Hockey Association will not discriminate against any person on the basis of these grounds (age, race, sex, marital status, etc.) unless there is a bona fide reason related essentially and explicitly to the position being applied for, and will do so with due consideration for the need to accommodate applicants where possible.

A **Criminal Record Check with Vulnerable Sector Screening will be required** as one element of the screening process for certain positions within Meadow Lake Minor Hockey Association (all team Officials, including but not limited to; Coach, Assistant Coach, Trainer, Manager, instructors, on-ice volunteers, bench person, and Commissioners). Positions that do not require the volunteer to have any interaction with vulnerable clients will only require a CRC. MLMHA will follow any further HS policy revisions regarding Criminal Record Checks.

**NOTE: Every staff member or volunteer once accepted, is obliged to inform the Association Executives if he or she is charged, tried, or convicted of any offence under the Criminal Code or under other Provincial or Federal statutes if that offence is relative to a position of trust held by the individual.**

**Policy**

Meadow Lake Minor Hockey Association will adopt the following documentation (from Hockey Saskatchewan) as our policy on Criminal Record Checks. This has been taken directly from the Hockey Saskatchewan website (one of our governing bodies), and MLMHA will use this documentation within our Association, or the most current edition available at the time, plus the MLMHA specific additions listed below.

MLMHA reserves the right to ask any member for a Criminal Record Background Check should said member enter into a volunteer capacity with MLMHA. A potential volunteer may be refused starting until this check has been completed.

**Criminal Record Checks (Hockey Saskatchewan)**

**Policy**

Hockey Saskatchewan believes in maintaining a safe environment for all members and volunteers, which includes background screening and criminal record checks.

**Procedure**

As per Hockey Saskatchewan Regulations, all registered team officials over the age of 18 are responsible for providing a current Criminal Occurrence Security Check (COSC)/Criminal Record Check (CRC)/Vulnerable Sector Check to their registering hockey association.

Each local Hockey Association will develop and/or maintain procedures for collection and record keeping adhering to this policy with strict privacy guidelines in place. Further to the aforementioned, each Hockey Association will also ensure secure storage, handling and disposal of all related documents and electronic files.

It is mandatory for all Officials over the age of 18 within the Saskatchewan Officiating Development Program to complete and provide a Criminal Record Check and Vulnerable Sector Check every 3 years and submit the checks directly to Hockey Saskatchewan prior to officiating.

Hockey Saskatchewan requires all CRCs be entered into the Hockey Canada Registry by January 10th of the current season. CRCs will be valid for a 3-year period.

**8.02.01 CRIMINAL RECORD CHECKS**

Team Officials - It is mandatory for all Team Officials over the age of eighteen (18) registered within a Minor Hockey Association to complete a Criminal Record Check and a Vulnerable Sector Screening Check every three (3) years. The checks must be submitted to their registering Minor Hockey Association who shall administer them within its Screening Policy for Board of Directors, Team Officials and all Instructors working with Minor Hockey Players and Officials prior to serving in a Team Official/Instructor role.

Officials - It is mandatory for all Officials over the age of eighteen (18) within the Saskatchewan Officiating Development Program to complete and provide a Criminal Record Check and Vulnerable Sector Screening Check every three (3) years and submit the checks directly to Hockey Saskatchewan prior to Officiating.

**MLMHA Specifics in Addition to HS Policy:**

1. All members that are elected or appointed to hold a position on the MLMHA Board of Directors shall be required by the Association to submit their names to the RCMP for a Criminal Record Check. Criminal Record Checks will be completed by Members of the Board of Directors on a frequency as determined by the Executive Committee from time to time. All Criminal Record Checks must be submitted to the Registrar by September 1st of the current hockey season. All Members of the Board of Directors who fail to comply with this requirement are ineligible to continue with their elected or appointed position in any capacity until such has been completed.
2. All Association Team Officials (including, but not limited to; Coaches, Assistant Coaches, Trainers, Managers, Instructors, on-ice volunteers, bench persons, and Division Commissioners) shall be required by the Association to submit their names to the RCMP for a Criminal Record Check. Criminal Record Checks will be completed by Team Officials on a frequency as determined by the Executive Committee from time to time. All Criminal Record Checks must be submitted to the Registrar by December 1st of the current hockey season. All Team Officials who fail to comply with this requirement are ineligible to continue as Team Officials in any capacity until such has been completed.
3. All Association Team Officials (including Coaches, Assistant Coaches, Trainers, Managers, Instructors, on-ice volunteers, bench persons, and Division Commissioners) shall be required by the Association to submit their names to the RCMP for a Vulnerable Sector Screening along with their Criminal Record Check. Vulnerable Sector Screens will be completed by Team Officials on a frequency as determined by the Executive Committee from time to time. All Vulnerable Sector Screens must be submitted to the Registrar by December 1st of the current hockey season. All Team Officials who fail to comply with this requirement are ineligible to continue as Team Officials in any capacity until such has been completed.
4. Team Officials and Association Commissioners will be required to provide documentation of a Criminal Record Check (CRC)/Vulnerable Sector Screening (VSS) the first year they hold a CRC defined position with MLMHA, and a signed Annual Offence Declaration Form in the following two (2) years. A new CRC is required after the third year.
5. December 1st of each year will be the FINAL deadline for providing CRC documentation – either the CRC, Declaration, or proof that the CRC is in process with a law enforcement agency (eg. a receipt, CRC stating that there needs to be fingerprint verification and proof that the fingerprinting has been completed).
6. Late additions or changes to team staff will be dealt with on an individual basis. Documentation or proof of the process being initiated should be provided as soon as possible.
7. MLMHA requires fingerprint verification of the Vulnerable Sector Screening if needed by law enforcement to complete the Vulnerable Sector Screening. If this is the case, then the individual should complete and sign a Declaration Form in the interim.
8. Any member who did not fully complete the CRC process in the prior year (ie. fingerprint verification was required to complete the Vulnerable Sector Screening) must provide the completed CRC or further proof that the CRC continues to be in process with a law enforcement agency at the time of applying to be a Coach with MLMHA, or when asked to be part of the staff for a team. If they are unable to provide this documentation their application will be denied.
9. CRC documentation is kept offsite under lock, only accessible by the Association’s CRC designate, being the Registrar of MLMHA, and the Association President if or when necessary. This allows for confidentiality.
10. MLMHA will reimburse the volunteer for the expense incurred for procuring a Criminal Record Check or Vulnerable Sector Screening if applicable.

**The Criminal Record Check Committee (CRC Committee)**

1. The President and/or the Executive Committee shall establish a Criminal Record Check Committee (“CRC Committee”) from time to time to review the results of special circumstances arising from Criminal Record Checks. All proceedings before the CRC Committee will be held strictly confidential.
2. The CRC Committee as a whole or any member thereof, shall speak to the Team Official respecting his or her criminal record to ascertain whether the nature of that Team Official’s criminal record poses any danger to children, based on the nature and circumstances of the criminal record, the length of time since the record came into existence, the Team Official’s work experience, and any other relevant information.
3. A CRC Committee decision that any Team Official poses a danger to children will result in immediate suspension of that Team Official from their role as a Team Official, who then can, at his or her option, choose to discontinue as a Team Official.
4. The Team Official can appeal his or her suspension imposed by the CRC Committee, to the Executive Committee, by giving notice to the Executive Committee within seven (7) days of the date of the suspension. Such appeal shall be heard by the Executive Committee at its next regularly scheduled meeting following the date of receipt of the appeal, or at any emergency meeting which may be called in accordance with the bylaws of the Association, if applicable.
5. The Team Official shall have the opportunity at such Executive Committee meeting to address the Executive Committee prior to a decision being rendered if they choose.