



St.Marys Ringette Association Policy

Policy Title: Screening of Volunteers
Date revised: October 2016
Date reviewed: March 30 2020
Date Revised: September 2021
Date Approved: 20 Sept 2021

Purpose:

St Marys Ringette Association has a legal, ethical, and moral duty of care to its players. As such we have develop this policy to ensure through and careful screening of the people who work directly with them.

This document formally establishes the policy and process for Police Vulnerable Sector Checks for St. Marys Ringette Association Board Members, Coaches, Trainers and Managers.

Application:

All members of the St. Marys Ringette Association Executive Board, Coaches, Trainers and Managers are required to complete a Vulnerable Sector Check once every three years. Copies of vulnerable sector checks completed for other organizations (schools, hockey, etc) are also acceptable.

In the case where a volunteer's employment requires regular completion of a vulnerable sector check (i.e. School Board Employee), a copy of the completed check or a signed letter of assurance from their employer stating that one has been completed, without issue, including the valid date will be acceptable.

If not current or already on file, copies of the completed vulnerable sector checks are to be provided to the Secretary by November 1st. If they are not received the coach, trainer or manager will be ineligible to be listed on the TRF and will be ineligible to participate on the bench until such time as it has been received.

How to Apply:

If you need to apply for, or to renew a background check, you may be able to do so online, **but you must apply to the police service for the area in which you live.**

For either Police Service please **contact the St. Marys Ringette President for a Vulnerable Sector Check letter from SMRA before applying for your Police Check to ensure you are not charged a fee if fingerprinting is required.**

1. **Stratford Police Service** - [Apply online](#) to the Stratford Police Service if you reside within the geographical boundaries of the City of Stratford, Perth South or St. Marys. If you are unsure of the boundaries for the City of Stratford, Perth South or St. Marys you can call the Stratford Police Service to obtain further information at 519-271-4147 x278 before moving forward.
2. **Ontario Provincial Police** - If you reside elsewhere, you should contact your local Ontario Provincial Police detachment. Some detachments are providing a walk-in service and others are operating by appointment, and COVID restrictions may apply. [A fillable form](#) is available to complete on the OPP website. Please note your local OPP detachment will only complete Vulnerable Sector Checks if you reside within OPP jurisdiction.

Your Police Check is valid for 3 years from the date of issue. Head Coaches need to ensure all bench staff have provided up to date Police Record Checks to the Association Player Coach Development Chair