



YELLOWKNIFE MINOR HOCKEY ASSOCIATION

CRIMINAL RECORD CHECKS FOR VOLUNTEERS

Implemented: 27 October 2015

1.0 INTRODUCTION

YKMHA is committed to providing its players, coaches and volunteers with a positive hockey experience in a fun and safe environment. As part of this commitment all volunteers are required to provide the YKMHA Administrative Assistant a copy of a current and complete Criminal Record Check within 2 weeks of accepting a position with the Association. YKMHA will consider a Criminal Record Check current for a maximum of two years from the day it is completed.

2.0 SCOPE

Criminal Record Checks are required for following people within the Association:

- 1) All Executive Members
- 2) All Sub Committee Members (Registrar, Webmaster etc)
- 3) All Head Coaches and On Ice Helpers
- 4) All Team Managers
- 5) Any association member that will be responsible for duties that include direct interaction with our players.

3.0 COMPLETING A CRIMINAL RECORD CHECK

1) After all teams have been selected and coaches and managers have been named, the Director of League Programs and Director of Development Teams will provide a complete list of volunteers to the President. The President will draft a letter to the RCMP identifying all as volunteers with YKMHA. The President will then send an email to the volunteers advising them that they can proceed to the RCMP for their Criminal Records Check.

2) The volunteer will proceed to the RCMP and fill out the required forms for a Criminal Record Check. As a volunteer, there should be no charge for this check. There may be an occasion where the volunteer may have to provide fingerprints; this should also be free with the letter from the president.

3) Once the Criminal Record Check is completed, the volunteer will ensure it is handed in to the YKMHA Administrative Assistant who will then file and keep a record of each member's expiry date.

4) The Criminal Record Checks will be stored in a secure location and shredded once they are expired in order to protect personal information contained on the report.