

PMHA Screening Policy

Established: November 2014

Amended: July 11, 2017

Introduction

Penticton Minor Hockey Association (PMHA) has adopted a volunteer screening process. This process requires that all members of the PMHA Board of Directors, staff and all other individuals who will act in an official capacity on the association's behalf go through the screening process. Other volunteers must go through the screening process include but not necessarily limited to coaches, safety people, managers and on-ice helpers. All participants listed under "Screening Policy Participants" must complete the required screening steps **10 days** following their appointment with PMHA.

Screening Policy Participants

The following must adhere to the PMHA Screening Policy:

- All members of the Penticton Minor Hockey Association Board of Directors
- Staff
- Contractors working on behalf of PMHA
- Head coach
- Assistant Coaches
- Manager
- Hockey Canada Safety Person (HCSP)
- Safety People
- On-ice Helpers

Required Screening Steps

1. All staff and volunteers with PMHA must complete a "Disclosure of Criminal Record Online Application Form" (Appendix A) should they have a criminal arrest or conviction since their last criminal record check. Failure to complete the online application and notify PMHA could result in suspension or possible expulsion from PMHA activities.
2. Once secured with PMHA the board members, staff and volunteers must complete a criminal record check and a vulnerable person's check. The applicant will submit the "Consent for Disclosure of Criminal Record Information" online application form as well as the "Consent for Check for a Sexual Offence for which a Record Suspension (Pardon) has Been Granted or Issued (Vulnerable Sector Verification)" online application form to the Ministry of Justice.-(Appendix B)
3. Every three years following the initial check all board members; staff and volunteers must complete the vulnerable persons and criminal record checks through the online application to the Ministry of Justice, which is provided on the PMHA website under the "FORMS". The CRC/VPC must be submitted online before PMHA may insure all staff, board members and volunteers. Copy of the online submission receipt must be emailed to the PMHA Registrar/Administrator in order to process on HCR for insurance purposes.
4. Any volunteer or staff member away from the organization for more than one year is required to complete the vulnerable persons check and criminal records check upon their return.
5. Review of the criminal record check and vulnerable persons check results will be completed by PMHA's Risk Management Director and will be based on the following criteria:

A satisfactory criminal record check is either:

- Confirmation from the police or Ministry of Justice 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 Penticton Minor Hockey Association.

In determining whether any convictions and / or charges are relevant to the position, the Risk Management Director may gather information, which may include a telephone or personal interview with the individual and / or other persons or agencies.

If deemed necessary by the Risk Management Director, a committee may be formed to make a ruling on the results of the criminal record or vulnerable persons check. This committee, 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 PMHA determines that the individual poses a risk and is not an appropriate candidate for the position, PMHA will immediately notify the individual in writing as to their status with the organization.

Penticton Minor Hockey Association 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 PMHA, considering the duties of the position the person is seeking to occupy.

Offences, which could deem the individual ineligible to participate in any capacity with Penticton Minor Hockey Association, are listed below. (Note this is reference only and not a complete list of applicable charges)

- Assault with a Weapon
- Assault Causing Bodily Harm
- Aggravated Assault
- Sexual Assault
- Sexual Interference
- Sexual Exploitation
- Invitation to Sexual Touching
- Making, distributing or possessing child pornography
- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
- Indictable criminal offences for child abuse
- Luring a Child
- Voyeurism
- Possession for the Purpose of Trafficking
- Production of a Substance (as defined in the C.D.S.A.)
- Robbery

Recommended offences for which disqualification from participation is to be determined by PMHA are listed below. (Note this is reference only and not a complete list of applicable charges)

- Assault
- Threatening
- Possession of a Substance (as defined in the Controlled Drug and Substance Act [C.D.S.A.])
- Impaired Driving
- Theft, Fraud and Related Offence (while in a Position of Trust)

- Convictions pertaining to illegal substances, other than for manufacture and/or trafficking
- Firearm Related Offences (other than use of firearm in the commission of an offence)

Penticton Minor Hockey Association realizes that in some cases there may be delays in receiving the results of the requested criminal record and vulnerable persons check and in these cases will take the following steps:

- Applicants must immediately complete a criminal records disclosure as presented in appendix A of this policy should they know of any applicable arrests or convictions.
- The prevention guidelines outlined within the Respect in Sport (RIS) ~~Speak Out~~/RIS curriculum must be made standard practice and all staff/volunteers should be aware of these guidelines.
- PMHA will conduct interviews with any new staff or board members. This gives PMHA the opportunity to get to know applicants better and to realize any red flags that may exist.
- Staff or volunteers awaiting their results should be under close supervision.
- Immediately follow up on any complaints or inquiries into the suitability of any board member, staff or volunteer that is awaiting results of a criminal record and vulnerable persons check.



APPLICANTS DISCLOSURE OF CRIMINAL RECORDS

Penticton Minor Hockey Association is committed to reducing harassment, abuse and bullying in our programs. As a priority we are screening volunteers and staff to ensure the highest quality of personnel to support our programs and create a friendly and welcoming environment for our participants. Some positions require additional screening.

Please be advised that all board members, staff and volunteers with PMHA require a criminal record check and a vulnerable persons check.

Do you wish to disclose any previous record(s) of offence?

No Yes

Official Charge(s) & Date:

Charge: _____ Date: _____

Charge: _____ Date: _____

Charge: _____ Date: _____

Disclosure or discovery and circumstances of a previous record of offence may be considered in your application for position within Penticton Minor Hockey Association.

I hereby acknowledge that the information provided above is accurate to the best of my knowledge.

Signature _____ Date _____



Definitions:

Criminal Record Check

A criminal record check is a search that is used to determine whether an individual has a criminal record. The search can be based on an individual's name and date of birth, or for much greater assurance; it can be based on fingerprints for positive identification.

A criminal record check is performed using the online application to the Ministry of Justice or may be performed against the national repository of criminal records maintained by the Royal Canadian Mounted Police (RCMP), which holds approximately 4.2 million records.

Checks are also in many cases performed against a Canadian police service's local records.

Vulnerable Sector (VS) Check

The VPC is automatically completed using the online application to the Ministry of Justice or the local RCMP may initiate a VS check.

A VS check is designed to protect vulnerable Canadians from dangerous offenders by uncovering the existence of a criminal record and/or a pardoned sexual offence conviction and is recommended as part of an overall employment or volunteer screening process. The results of the check can help to determine whether an individual is suitable to work in positions where they will be in close contact with vulnerable people.

The RCMP use the Canadian Police Information Centre (CPIC) system as well as their own database to conduct a background search based on name, gender, and date of birth. If the gender and date of birth match to a pardoned sex offender record, you will be asked to provide fingerprints to confirm your identity. Be assured that:

- This is not an accusation of criminality. Prints are used to confirm identity only and after 90 days, when the check is complete, the fingerprints will be destroyed. As with all civil checks, the RCMP does not keep your prints on file and they will not be searched for future purposes.

Note: Online Criminal Record Checks are available under the "FORMS" tab.