

1. The following individuals who are associated with HNO teams, leagues and associations must adhere to the Policy:
 - Members of the Board of Directors
 - Full & Part Time Staff
 - Interns
 - Team Officials (including but not limited to coaches, trainers, and managers)
 - On-Ice Officials (18 years of age and older)
 - Billets
 - Anyone else who, through their duties on behalf of HNO, teams, leagues and associations may work with children
2. Each person must complete their own Criminal Records Check/ Local Police Check including Vulnerable Sector Screening to ensure confidentiality through the local police or a third-party provider. Vulnerable Search Verification need only be completed at the time of initial registration or repeated if you have not been registered within the last year.
3. A police service may decline to perform a search because it concludes that an employee or volunteer does not meet the criteria of actively in positions or authority under the auspices of the Criminal Records Act. If the Police Service refuses to do the Vulnerable Search Verification we will follow the advice of local Police.
4. Each person will then send a copy of the Criminal Records Check/ Local Police Check to the Hockey Northwestern Ontario (HNO) Office via email records@hockeyhno.com, via fax 807-623-0037 or by hard copy mail:
 - Hockey Northwestern Ontario
 - 107 Cumberland Street North
 - Thunder Bay, ON
 - P7A 4M3
 - Attention: Executive Director
5. Each Criminal Records Check/ Local Police Check will be reviewed by the Executive Director who will advise the Risk & Safety Committee if there are any concerns.
6. If a Criminal Records Check/ Local Police Check arises, the Risk & Safety Committee will determine whether the information obtained through the screening process precludes the applicant from being an appropriate candidate for the volunteer position or employment. See Adjudication Process below for procedure.
7. If the person feels that he/she has been unfairly dealt with by the Risk & Safety Committee, he/she may appeal to the Officers of the HNO Board of Directors.
8. If a volunteer or employee provides falsified or misleading information, the person will immediately be removed from their position and may be subject to further discipline in accordance with HNO policies.
9. Each person will have a Criminal Records Check/ Local Police Check including Vulnerable Search Verification at the time of their initial registration. Then upon a three-year renewal schedule will only be required to have a Criminal Records Check/ Local Police Check. All Criminal Record Checks/Local Police Check will be viewed as expired on May 31st, three years from the year issued. I.E. A Criminal Record Check/Local Police Check completed in 2016 will be considered expired on May 31, 2019 for this policy. So, a new CRC/LPC would be required for the 2019-2020 season in this example.
 - a. Individuals can be requested to have Criminal Records Check/ Local Police Check including Vulnerable Search Verification done prior to the end of the three (3) year term. Failure to do so will result in the individual's suspension until the requirement has been met.
 - b. All Criminal Records Check/ Local Police Check will be kept on file for the duration of the individuals' involvement with Hockey Northwestern Ontario. The documents will be stored in a locked file cabinet within the HNO office.
 - c. Once a Criminal Record Check/Local Police Check has expired, it will be destroyed.
 - d. An individual who is not active within HNO during the previous hockey season is required to complete the Criminal Record Check/ Local Police Check process again. The start of their three (3) year term resumes upon their active participation. It does not carry over from the previous year(s).
10. Non-compliance or deficiencies will result in the loss of all privileges until compliance or deficiencies have been corrected.

Notes and Definitions

Criminal Records Check/ Local Police Check:

A recognized Law Enforcement Agency or Third-Party Service Provider may complete Criminal Record Check/ Local Police Check with Vulnerable Sector Verification.

Initial Criminal Records Check/ Local Police Check (CRC/LPI) must include the results of a Vulnerable Sector Verification (VSV) unless denied by the Police Service as per clause #3 of this policy. If a Third-Party Service Provider does not have the ability to complete a Vulnerable Sector Verification than a Local Police Service must be used for the initial CRC/LPI with VSV.

Paper Holder:

The Executive Director will be the paper holder.

Verification of Compliance:

a) Team, League, and Associations

Will only be able to register coaches, trainers, and managers into the Hockey Canada Registry (HCR) that have current valid Criminal Records Check/ Local Police Check and Vulnerable Sector Verification as required by the policy effective the 2017-18 hockey season. Individuals requiring one will need to forward the completed CRC/LPC to HNO, for the information to be recorded in the HCR by their team, league, or association.

HNO Members will be required to file their executives, any paid staff, and billets CRC/LPI and VSV as required by the policy into the HNO office no later than November 1st of the current playing season.

b) Referees

On Ice Officials re-certifying will need to have a valid CRC/LPC and VSV as required by the policy before they will be permitted to register for the re-certification course online. This will be a pre-requisite to register.

New Officials eighteen years of age and older will need to provide a valid CRC/LPC and VSV as required by the policy before they will be permitted to register for the Hockey University online officiating course.

c) HNO Staff and Directors

Compliance will be monitored by the branch Executive Director and verified by the President:

Failure of Compliance

Individuals who do not have a completed Criminal Records Check/ Local Police Check as defined above will be suspended from participation with Hockey Northwestern Ontario, in any capacity, until such CRC/LPC has been completed.

Collection Process

- 1) At initial registration, the individual is to provide to the HNO office a current, Criminal Records Check/ Local Police Check dated within the past six (6) months.
- 2) At the time of the three (3) year renewal the individual is to provide to HNO office a current, Criminal Records Check/ Local Police Check dated within the past six (6) months.
- 3) If individual does not have a Criminal Records Check/ Local Police Check completed prior to participation, the individual will complete the Interim Process below.
- 4) HNO office staff will input the date of the record check into the Hockey Canada Registry (HCR) and file the paperwork received.

Interim Process

- 1) The interim process will be available between October 15th and November 30th of the current playing season.
- 2) The individual will present a copy of their receipt or a letter from their respective Law Enforcement Agency or Third-Party Provider indicating they have applied and paid for a Criminal Records Check/ Local Police Check.
- 3) The Individual will complete Interim Offence Declaration Form and provide that along with the requirements of number 2 to HNO.

- 4) Interim Offence Declaration Form and receipt will be kept on file and attached to completed Criminal Records Check/ Local Police Check when received.
- 5) The individual may participate once receipt and completed Interim Offence Declaration Form has been received.
- 6) The Individual will have until December 31st of the current playing season to provide the HNO Office with a completed police record check. If a police record check is not received by December 31st, the individual will be suspended until the requirement has been met.
- 7) For those individuals requiring finger printing, they will be required to provide in writing, this requirement. They will then continue the Interim Process present a copy of receipt or a letter from the respective Law Enforcement Agency or Third-Party Provider and be permitted to participate until this has been completed and they then receive a Criminal Records Check/ Local Police Check and Vulnerable Sector Verification.

Adjudication Process

The following criminal offences will be reviewed by the Risk and Safety Committee:

- Assault with a weapon
- Aggravated assault
- Assault causing bodily harm
- Sexual Interference
- Sexual Assault
- Sexual exploitation
- Invitation to sexual touching, distributing, or possessing
- Making distributing or possessing child pornography
- Current prohibitions or probation orders forbidding the individual offences to have contact with children
- Luring a child
- Possession for the purpose of trafficking
- Robbery
- Voyeurism

The following will be reviewed by the Risk and Safety Committee if it is less than ten years old:

- Assault
- Possession of a substance (as defined in the C.D.S.A) ILLEGAL
- Impaired driving
- Theft, fraud, or related offences
- Firearm related offences

Note: this is reference only and not a complete list of applicable offences

The following steps are provided to help in the adjudication of an individual should their Criminal Records Check/ Local Police Check indicate a "hit".

1. The committee will do a blind review, only knowing the desired volunteer role and the criminal conviction(s), not the identity of the individual. The committee will determine:
 - i. Approval based on information provided
 - ii. Approval with a condition(s) to volunteer
 - iii. Request more information in writing from the individual with the details surrounding their conviction, what led up to the conviction, past and present community involvement, current employment, etc.
 - iv. Request for a in person or conference call hearing to follow up on the written information
 - v. Rejection based on the individual being ineligible to volunteer
2. The Committee will provide to the individual and President of the Association, Team, or League they are volunteering with and Branch RIC in the case of officials, in writing, the outcome of the review.
3. All documentation from the review will be filed with the Paper Holder.

Recommended Offences Which Could Deem Individual Ineligible to Participate in Any Capacity

- Assault with a weapon
- Aggravated assault
- Assault causing bodily harm
- Sexual Interference
- Sexual Assault
- Sexual exploitation
- Invitation to sexual touching, distributing, or possessing
- Making distributing or possessing child pornography
- Current prohibitions or probation orders forbidding the individual offences to have contact with children
- Luring a child
- Possession for the purpose of trafficking
- Robbery
- Voyeurism

Note this is reference only and not a complete list of applicable offences

Recommended Offences Which Could Determine Individual Disqualification to Participate in Certain Capacities

- Assault
- Possession of a substance (as defined in C.D.S.A)
- Theft, fraud, or related offences (while in a position of trust)
- Firearm related offences
- Impaired driving
- Convictions pertaining to illegal substances

Note this is reference only and not a complete list of applicable offences