

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 **and** 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. Each person will then send a copy of the Criminal Records Check **and** Local Police Check to the Hockey Northwestern Ontario (HNO) Office via email [info@hockeyhno.com](mailto:info@hockeyhno.com), via fax 807-623-0037 or by hard copy mail:  
**Hockey Northwestern Ontario**  
**1224 Amber Dr**  
**Thunder Bay, ON**  
**P7B 6M5**  
**Attention: Executive Director**
4. Each Criminal Records Check and Local Police Check will be reviewed by the Executive Director who will advise the Risk & Safety Committee if there are any concerns.
5. If a negative Criminal Records Check or 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.
6. If the person feels that they have been unfairly dealt with by the Risk & Safety Committee, they may appeal to the Officers of the HNO Board of Directors.
7. 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.
8. Each person will have a Criminal Records Check and 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 and Local Police Check. All Criminal Record Checks and Local Police Check will be viewed as expired on May 31<sup>st</sup>, three years from the year issued.  
I.E. A Criminal Record Check and Local Police Check completed in 2022 will be considered expired on May 31, 2025 for this policy. So, a new CRC & LPC would be required for the 2025-2026 season in this example.
  - a. Individuals can be requested to have Criminal Records Check and 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 and 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 and 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 and 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).

9. 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 and Local Police Check:

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

Initial Criminal Records Check and Local Police Check (CRC & LPC) must include the results of a Vulnerable Sector Verification (VSV). 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 and LPC 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 and Local Police Check and Vulnerable Sector Verification as required by the policy. 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& LPC and VSV as required by the policy into the HNO office no later than November 1<sup>st</sup> 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 and 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 and 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 and Local Police Check dated within the past six (6) months.
- 3) 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) For those individuals requiring finger printing, they will be required to provide in writing, this requirement. They will 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 and 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 and 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.*

Approved by Board of Directors: February 11, 2023 Replaces: June 1, 2018 Reviewed: Triennial
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