



St. Marys Minor Hockey Association
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Police Check Policy

OHF policies mandate criminal background police checks, which include a Vulnerable Sector Check, for all bench staff, on ice helpers and anyone accessing dressing room (hereafter called "STAFF")

OHF Criminal Background Policy (excerpt from OHF Risk Assessment Handbook¹ revised 03/11/2011)

5.7 Criminal Record Check

All coaches, assistant coaches, trainers, managers, on-ice officials and anyone else determined by the Risk Assessment Tool (Appendix B) will be subject to Criminal Record Checks, as follows:

- 5.7.1** The OHF requires that any check include a vulnerable sector check and search of the national Canadian Police Information Centre database (CPIC).
- 5.7.2** Any check submitted that is older than six (6) months must be accompanied by a Criminal Offence Declaration form or a notarized sworn document may also be used as an alternative to the Criminal Offence Declaration form. A receipt from the local police station indicating that the process has been initiated must also be included.
- 5.7.3** Checks of a person's service are not necessary every year of a person's service, but are required for the first year in a position that mandates one and every four years thereafter.

To comply with OHF requirements, SMMHA will adopt the following process and policy:

Submission

- At the beginning of each hockey season, each coach/manager will submit a list of STAFF to OMHA REP/Risk Management officer. This list of STAFF will be provided at the time of the coach interview or as soon as possible after that interview.
- Team manager/coach is responsible for advising OMHA REP/Risk Management officer of any changes to STAFF

¹ OHF SpeakOut Risk Assessment Handbook

<http://assets.ngin.com/attachments/document/0043/6244/ohfspeakout2011.pdf>

Review

- OMHA REP/Risk management officer will review police checks provided or on file for STAFF
- if a police check is provided or is on file with OMHA REP/Risk Management Officer for STAFF, the date stamped on the police check form will be used to determine:
 - if date within the last 6 months no further action required
 - if date older than 6 months, a signed **self declaration form**² will be required to be submitted by the STAFF member to OMHA REP/Risk Management Officer within 2 weeks of receiving notification
 - if older than 4 years, a new check will be required by STAFF
- if no police check is on file for STAFF one will be required
- OMHA REP/Risk Management Officer will review information provided and using the list of offences published in the **OHF Risk Assessment Handbook (Appendix "A")** determine eligibility of STAFF to volunteer
- OMHA REP/Risk Management officer will communicate to the coach/manager, via email, the status of each STAFF and any action required.

Obtaining a Police Check Process

- If its determined that you require a new or updated police check, here are some tips:
 - You must go to your local police agency based on your residence
 - Police checks can take several weeks and in some circumstances require the individual to confirm identity by providing fingerprints. This adds to the time required.
 - Print a copy of the Police check authorization letter available on St Marys Minor Hockey website and take it with you when you attend police agency to minimize the cost
 - SMMHA will accept a recent police check (within 4 years) if you have one for another purpose (i.e. soccer, baseball etc). Note that you will be required to submit an affidavit if older than 6 months.
 - It is advisable to ask for a receipt from the police agency to prove the check is in progress
 - SMMHA does not reimburse for cost of obtaining the police check

Deadlines

- Police checks will be required before STAFF will be rostered to a team
- deadline is **Aug 15th** of the current season for all BB/AE/Girls teams
- deadline is **Nov 1st** of the current season for all LL/IP teams
- failure to comply with this policy will result in removal of the STAFF member from any SMMHA team involvement and possibly suspension to head coach

Revised – June 12, 2018

² **OMHA Criminal Declaration form**

http://assets.ngin.com/attachments/document/0043/6271/PRC_-_Criminal_Offence_Declaration_Form_-_HCOP_Officials_June_2010.pdf