



North Glen-Stor Minor Hockey Association's Criminal Record Check Policy This policy is in place to protect the safety of our players. For the purpose of this policy, Volunteers shall include all coaches, trainers, managers, executive members and anyone else determined by the NGSMHA Executive

It is the policy of the North Glen-Stor Minor Hockey Association (NGSMHA) that all volunteers shall be subject to Criminal Record Checks which includes Vulnerable Sector and, if required, Sex Offender Checks. Criminal Record Checks are valid for 3 years. Those coaches who have had a Criminal Record Check within the past 3 years must also sign a "Criminal Offence Declaration" every year until a new Criminal Record Check is required.

A "Criminal Offence Declaration" is a signed confirmation indicating you have not been convicted of a crime for which you have not been granted a pardon or, a conditional or absolute discharge for which there is a record in the Canadian Police Information Centre (C.P.I.C.) Data Bank for Criminal Records in accordance with the Criminal Records Act in the last 12 months.

NGSMHA recognizes that a person with a minor criminal record may still be eligible to be on a coaching staff. NGSMHA Reserves the right to have any Coach submit to Criminal Record Check at any time while they are involved in activities with North Glen-Stor Minor Hockey Association. The North Glen-Stor Minor Hockey Association also reserves the right to immediately dismiss, without recourse, any member who's Criminal Record Check or affidavit contains areas of concern. It is also the responsibility of any person required to produce a Criminal Record Check to advise the NGSMHA Executive responsible for Criminal Record Checks of a charge or conviction of any offence that may impact on their Criminal Record Check.

The NGSMHA shall have an executive member responsible for the collection and retention of Criminal Record Check to be secured in a safe storage area separate from Association files and under their control.

All individuals as outlined in the NGSMHA Criminal Record Check Policy will obtain a Criminal Record Check through their local Police Service. Upon receipt of your Criminal Record Check you should place the original completed form in a sealed envelope identifying your name on the outside of the envelope and also mark the outside of the envelope as containing a Criminal Record Check. Then you should submit it to the executive responsible for Criminal Record Check.

Submissions to anyone else may result in loss and require you to provide another. If so requested, the original can be returned once original is copied by the designated person. Criminal Record Checks are valid for 3 years. "Criminal Offence Declaration" indicating no Police involvement process "Criminal Offence Declaration" are required each year during the current period of your Criminal Record Check. "Criminal Offence Declaration" must be completed and witnessed "IN PERSON" at assigned times.

Only the designated official NGSMHA "Criminal Offence Declaration" form will be accepted. Anyone unable or refusing to sign a "Criminal Offence Declaration" will be required to submit a new Criminal Record Check. Privacy laws only allow us to use Criminal Record Check and "Criminal Offence Declaration" information for NGSMHA purposes and will not be shared with anyone else for any reason unless required by law. Once Criminal Record Check and/or "Criminal Offence Declaration" expire they are shredded without notice.



Frequently Asked Questions.

Q - I have a Criminal Record Check or "Criminal Offence Declaration" on file with a school. Can I use that check?

A - No. We do not accept copies or declarations from other organizations.

Q - I have a Criminal Record Check or "Criminal Offence Declaration" on file with someone else ie: employer. Can I simply give you a copy?

A - No. We do not accept copies from other organizations.

Q - I am a police officer or employed by another security type company. Do I still need a Criminal Record Check?

A - Yes. We do not accept copies from other organizations. Hockey Canada mandates us to obtain and have on file a Criminal Record Check regardless of professional position.

Q - I have an original copy of a Criminal Record Check from a previous year. Do I still need a new Criminal Record Check?

A - Yes. We only accept originals issued in the current year of play.

Q - My child's school also wants me to get a Criminal Record Check. Can I use the same one for Hockey?

A - Yes, ONLY if we are given the original copy first. NGSMHA will make a copy of the original. Once the Criminal Record Check is copied, the original copy can be returned to the individual who submitted it to us.

Q - How long is the Criminal Record Check good for?

A - Hockey Canada requires us to have Criminal Record Check done every 3 years. However starting in 2015 NGSMHA will require coaching staff to also sign an affidavit annually.

Q - I need a copy of my Police Check. Can I get one?

A - NGSMHA will only provide a copy of a Police check to the person listed on it with an original signed written request (not an email or fax). Prior to receiving a copy you will be required to sign a NGSMHA affidavit of no police involvement since police check issued.

Q - Why does the NGSMHA require an original Criminal Record Check?

A - A Criminal Record Check is a two sided document and clearly states that the document is only valid when it bears the GSPS corporate seal. This can only be verified on originals. If you have any further q



VOLUNTEER CRIMINAL OFFENCE DECLARATION FORM

VOLUNTEER NAME: I, _____, hereby declare that: (Print Name) " I have no convictions for offences under the Criminal Code of Canada up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

I have the following convictions for offences under the Criminal Code of Canada for which a pardon under the Criminal Records Act (Canada) has not been issued or granted.

List of Offences:

1. Date: _____

Court Location: _____

Conviction: _____

2. Date:

Court Location:

Conviction:

(Use separate page if necessary)

Dated at _____ this _____ day of _____ 20__.

Signature of Volunteer _____

***Submission of false information on an Offence Declaration will result in termination of a volunteer service. Please return in a sealed envelope marked: Offence Declaration - Confidential To the Executive regarding police checks. please contact the association.

