



POLICE RECORD CHECK POLICY and PROCEDURE

Effective: 2011-04-13

Revised: 2013-07-03

POLICE RECORD CHECK

Regulation 23 Police Record Checks

All PLMHA Executive members, Head Coaches, Assistant Coaches, Trainers, and Managers must have Police Checks done **every three years**. Police checks are the responsibility of the individual and must be completed no later than October 31st. If the police check is not done by October 31st, the member will not be allowed to coach, manage or train until the police check is submitted.

Completed police checks must be presented to the Registrar so that the appropriate notation can be made in the data base and they will not be kept by the Association but returned to the individual. It is the responsibility of the individual to keep the document in case it is needed at a later date.

PLMHA will accept a completed police check by an applicant providing it has been done within the last four months. For those who require a police check for employment, it is acceptable to present a letter from the employer verifying that a current police check is on file.

Procedure – Instructions to Obtain a Police Record Check:

- 1) Download, complete and sign the OPP "Vulnerable Sector Check" form.
- 2) Download the "Criminal Records Check" letter and fill in the blanks 1) your name, 2) the position that you will be volunteering at.
- 3) Print and take the "Criminal Records Check" letter to a member of the PLMHA executive to approve and sign. A list of Executive members and their contact information is available on the Association website (www.plmha.ca)
- 4) The volunteer requiring the criminal record check must bring the fully completed form along with 2 pieces of identification (as indicated below) to the Perth OPP office at 75 Dufferin St. (Usually completed within a week but can take longer during peak periods)

Note: The following are examples of forms of identification that will be accepted by the OPP. (one must be photo id and both must have a birthdate).

Drivers Licence
Birth Certificate
Passport

Indian Status Card
CNIB Card
Baptism Certificate

Outdoors Card
Fast Pass
Permanent resident Card

Hunting Licence
Canadian Blood Donor Card
Immigration Papers

- 5) Once you receive your completed criminal record check letter from the Police, the original letter is to be dropped off in the large brown box beside the arena office (at the Perth Arena) or given directly to the Association Registrar. The original document will be returned to the individual once the document has been reviewed by the Association Registrar and/or the Risk & Safety Director and documented in the Hockey Canada database.
- 6) If a Police record check of an applicant results in a positive hit, this would indicate that the applicant, or someone with a similar name and date of birth, has been convicted of a criminal offence and/or has been granted a pardon for a sexual offence.
- 7) Should a positive hit of an individual occur or someone with a similar name and date of birth, as specified in point # 5
 - a) the PLMHA Director of Risk and Safety will contact that individual and may request that they attend the OPP detachment to have their fingerprints taken in an effort to ensure that the positive hit that was received is not that of the same person.
 - b) The Director of Risk and Safety may also request a written disclosure of their Criminal Record that will remain confidential.
 - c) The Director of Risk and Safety will then bring this information to a special committee that will consist of the PLMHA President, a Vice President and Director of Risk and Safety to discuss the matter and assess the risk, if any to a PLMHA player.
 - d) The committee should they feel it necessary or appropriate, seek the assistance of the OPP for advice or a legal opinion. Should the committee decide that the individual should be suspended or released from his/her position, the Director of Risk and Safety shall inform the individual of the decision as soon as possible.
 - e) The ODMHA Director Risk and Safety shall be notified of the decision in the interest of safety for the vulnerable members involved in minor hockey.

Notes:

1. All volunteers with Perth Lanark Minor Hockey Association must complete a declaration form annually if a Criminal Record Check has not been performed within the last 12 months.