



6.6

## HEO POLICY FOR POLICE RECORDS CHECKS

Hockey Canada has recommended that all Branches have Police Records Checks conducted on all personnel that have authority over or contact with, directly or indirectly, minors. Hockey Eastern Ontario has been in compliance with this recommendation for several seasons now. All personnel will have a current Police Records Check and will be subject to provide documentation they had obtained the required police check. This policy cannot be changed by any District or Association within HEO and must be strictly adhered to.

### Effective Date

Rev. 1 February 2017

Rev.2 March 2017

Rev.3 May 2017

Rev.4 June 2017

### Policy Inclusions

- all HEO executive and administrative personnel
- all executive, coaches, managers, trainers and any remaining bench staff positions of HEO teams.
- all HEO officials over the age of 18
- all HEO supervisors and instructors

### Policy Criteria

1. Applies to personnel eighteen years of age and over. Persons turning 18 must have a Police Records Check completed by the age of 19.
2. Police Records Checks are to be updated every three years
3. Police Records Checks must include vulnerable type checks
4. Any new individual through the course of a season must have a Police Records Check. It is understood that compliance sometimes is not as timely as desired as this is a drain on police resources. Individuals may fulfil their duties once they can show they have made application.
5. Associations will be given a hard or electronic copy of the individuals PRC and must securely store all PRC's for three (3) years. If the individual would like to keep the original, the Association can accept a photocopy but must still securely store the PRC for three (3) years.
6. Individuals who may be charged by the police are required to self-report to their superior.
7. Individuals are responsible for all costs that may be incurred.
8. Individuals with outstanding Criminal Code convictions or who have been charged with such offences that have not yet gone to trial but which continue to be prosecuted, shall not be eligible to hold any position with HEO, hockey leagues, and Minor Hockey Associations.
9. Offences which deem the Individual ineligible to participate in any capacity **Note:** this is a reference only and not a complete list of applicable **offences:**





- Assault with a weapon
  - Assault causing bodily harm
  - Aggravated assault
  - **Any** sexual assault
  - **Any** sexual interference
  - **Any** sexual exploitation
  - **Any** invitation to sexual touching
  - **Any indecent acts and/or exposure.**
  - **Any** making, distributing, possessing **or sale of** child pornography
  - **Any** current prohibitions or probation orders forbidding the individual from having contact with children under the age of 14
  - **Any** indictable criminal offences for child abuse
  - Luring a child
  - Voyeurism
  - **Any offence for trafficking and/or importing and/or** possession for the purpose of trafficking **of any drugs and/or narcotics**
  - **Any** production of a substance (specifically, as defined in the Controlled Drug and Substances Act - C.D.S.A.)
  - Robbery
  - Any other offences pertaining to violence, whether or not involving weapons.
  - **Any multiple offences related to impaired driving and/or care and control and/or drive over 80 milligrams**
  - **Any indictable criminal code offences related to impaired driving and/or care and control and/or drive over 80 milligrams**
  - **Any other indictable criminal code offences such as, murder, manslaughter, incest, abduction, extortion, perjury, bribery and influencing, explosives substances offences, arson related offences, counterfeiting and conspiracy**
10. Offences for which disqualification from participation is 3 (three) years from the expiration of the penalty imposed by the courts. Note this is a reference only and not a complete list of applicable **offences**:
- Assault
  - Threatening
  - **Any** possession of a substance (specifically, as defined in the Controlled Drug and Substances Act - C.D.S.A.)
  - **Any** theft **and/or** fraud **and/or** related offence (applicable to a person while in a Position of Trust of Finances)





- **Any** convictions pertaining to illegal substances, other than for manufacture, **distribution** and/or trafficking
  - **Any** firearm related offences (other than use of firearm in the commission of an offence, see above)
  - **Any other indictable criminal code offences such as break and enter, mischief, resisting and obstructing offences, dangerous driving, flight from police offences, failure to remain offences, criminal harassment and breaching orders and failing to comply offences**
11. The acceptable window of time for the exclusion of offences as determined by the Members will be 3 (three) years. The exclusion of time commences at the expiration of the penalty imposed by the Courts not the date of the charge or conviction.
12. **Offences for which the individual has to abide by specific criteria as a participant.**
- For a first offence related to Impaired Driving **and/or care and control and/or drive over 80 milligrams resulting in a summary conviction**, the individual may not drive any other participant to and from sanctioned activities while Driver's License is suspended.

#### **Criminal Record Check/Vulnerable Sector Check process for MHA's**

- Associations will provide HEO with Criminal Record Check (CRC)/Vulnerable Sector Check (VSC) Coordinator information (ie. Name, position within organization, HCR Username if they have one); if the CRC/VSC Coordinator does not have HCR access they will be provided with a login and be granted Read access and CRC access only.
  - The CRC/VSC Coordinator can be anyone within your current executive structure (i.e. Registrar) or an individual appointed by the Association President
  - A current VSC for the Coordinator and the signed HCR Access form, must be provided to HEO before CRC HCR access is given.
- Criminal Record Checks must be collected by the Association Registrar or designated CRC/VSC Coordinator. The CRC/VSC or receipt of payment for a CRC/VSC, must be submitted to the Association by October 31 of the current season.
- A hard or electronic copy must be kept securely by the association. The hard copy can be either the original CRC or a photocopy. If an association is not able to store PRC's securely, they are to contact HCR & Operations at the HEO office immediately.
- Data must be entered into the members profile in the HCR; the CRC/VSC will expire after three (3) years. Hard copies must be shredded or taken to a professional shredding company, such as Shred-It, upon expiration. Associations will notify the member when the PRC has expired. The Criminal Record Check/Vulnerable Sector Check Expiry Notification document can be used by Associations to notify their members.
- Any flagged CRC or VSC must be reported to HCR & Operations Officer at HEO immediately. Flagged PRC's must be delivered in a sealed envelope.
- Upon receipt of a flagged PRC, the CRC/VSC Representative will contact the member to receive more information to aid in the Representatives final decision.
- The CRC/VSC Representative, in making the final decision regarding a flagged CRC or VSC, will





consider the following:

- (i) Relationship of the offence(s) to the nature of the position;
  - (ii) Number and nature of the charges and/or convictions;
  - (iii) When the offence(s) occurred; and
  - (iv) What the individual has done since the date of the offence.
- The member will have the opportunity to appeal the HEO CRC/VSC Representative's final decision. The Appeals Committee will be comprised of outside personnel with a law background (i.e. Police, lawyers, etc.)

