



North River Minor Hockey Association Screening Policy for Volunteers



➤ **Policy Statement**

The NRMHA recognizes that the sport of hockey within the NRMHA could not exist at any level without the valuable contributions and commitments made by its many volunteers to every aspect of the NRMHA. It further recognizes that the expertise and time committed by its volunteers are resources to be protected, encouraged and valued. The NRMHA acknowledges, however, that it has a moral and legal obligation to provide a safe and secure environment for all participants in its programs. To meet this obligation, it is necessary that the NRMHA implement screening procedures for all of its volunteers.

➤ **Policy Applicability**

This Policy shall apply to all volunteers of the NRMHA including:

- All members of the NRMHA Board of Directors;
- All NRMHA team officials including coaches, assistant coaches, managers, and trainers; and
- All other volunteers appointed or engaged by the NRMHA.

➤ **Volunteer Information**

Any personal information of a volunteer that is collected under the operation of this Policy will be made available only to those individuals responsible for the operation of this Policy, and any such information will not be released or retained by the NRMHA except as necessary for the operation of this Policy.

➤ **Requirements**

All individuals seeking to fill a volunteer position within the NRMHA must comply with the following requirements:

- Complete an application form to be submitted to the NRMHA President, or designate, by **October 31** of the current hockey season. **The application forms are on the NRMHA website.**
- Complete a Criminal Records Check and a Vulnerable Sector Check to be submitted to the NRMHA President, or designate, by **November 30** of the current hockey season as per the procedures described herein.

Additionally, the appointment of any individual to fill a head coach position within the NRMHA will be subject to an interview and a check of provided references.

➤ **Additional Information**

This Policy operates in conjunction with the Hockey PEI *Volunteer Screening Policy*.

Failure to complete these requirements by December 31 of the current hockey season will result in the individual being ineligible to participate in any NRMHA related activities.

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Procedures for completing the Criminal Records Check and the Vulnerable Sector Check.

All individuals seeking to fill a volunteer position within the NRMHA are required to complete a Criminal Records Check (CRC) and a Vulnerable Sector Check (VSC). The following are exempted:

- Individuals with a valid CRC and VSC on record with the NRMHA from a previous year
- Individuals with a valid CRC and VSC through another organization or employer (confirmation of such must be provided to the satisfaction of the NRMHA)
- Individuals currently employed by the RCMP or who are currently active military personnel
- Individuals under the age of 18 require only the Criminal Records Check

The CRC and VSC are considered valid if they are not more than three years old at the time of application for a volunteer position within the NRMHA.

- The following procedures are to be followed for obtaining the CRC and the VSC:
- The CRC and VSC can be obtained through the RCMP Queens District Detachment (Charlottetown) located at the Maypoint Plaza. There is no fee for these checks.
 - The following information will be required to obtain these:
 - two pieces of ID, one of which must contain a picture such as a driver's license, and
 - a signed letter of endorsement from the NRMHA confirming that the individual is applying as a volunteer in the NRMHA and requires the CRC/VSC. **The letter is on the NRMHA website.**
 - Once the completed CRC and VSC are received by the applicant from the RCMP, the applicant must forward them to the NRMHA President, or designate, by **November 30** of the current hockey season.
 - The envelope must be marked "**Private and Confidential**". It must be sealed under the applicant's signature and indicate the applicant's name and CRC/VSC completion date.
 - **The NRMHA will not open the sealed envelope.** It will record the applicant's name and receipt of the envelope and then forward it directly to Hockey PEI for screening.
 - Hockey PEI reviews all CRC and VSC forms for any relevant offences. If none are found, the applicant is deemed eligible for the volunteer position. If relevant offences exist, Hockey PEI will notify the individual, the President of the NRMHA, the President of Hockey PEI and the Chair of Hockey PEI Minor Council that the individual is deemed ineligible for the volunteer position.
 - It is the applicant's responsibility to notify the NRMHA immediately should there be any changes in the status of either their CRC or their VSC.
 - If for any reason an applicant is identified by the RCMP for further review, they will be required to submit to an additional RCMP check. The applicant must notify the NRMHA immediately, in writing, if this additional check is required. Any fees associated with this additional check will be reimbursed by the NRMHA if the applicant is subsequently deemed eligible for a volunteer position.
 - If Hockey PEI determines that an applicant is ineligible for a volunteer position, the applicant may appeal its decision directly to Hockey PEI in accordance with its procedures.