



West London Minor Hockey Association (WLMHA)

Screening Policy

Criminal Record Check (CRC)/Vulnerable Sector Screening (VSS)

1. The following individuals who are associated with West London Minor Hockey Association must adhere to the WLMHA screening policy:

- members of the Boards of Directors;
- team officials (including but not limited to head coaches, assistant coaches, trainers and managers);
- volunteers;
- anyone else who, through their duties on behalf of the WLMHA, may work with children.

2. The WLMHA requires that a person identified above submit a Criminal Record Check and a Vulnerable Sector Screening that has been completed in the six (6) months prior to submission. On-Ice Officials under the age of 18 years will be required to provide a Criminal Record Check. On-Ice Officials over the age of 18 years will be required to provide a Vulnerable Sector Screening Check. All On-Ice Officials must adhere to this Policy.



3. Every three (3) years following the initial check, a person identified in 1. need only complete a Criminal Records Check. (Example: Year one CRC/VSS, year two Declaration, year three Declaration and year four CRC/VSS).

4. Any check submitted that is older than six (6) months must be accompanied by a Criminal Offence Declaration Form (CODF).

5. Any person identified in 1. that has been away from the organization for more than one year is required to complete the Criminal Record Check and Vulnerable Sector Screening upon their return.

6. Previous offences that may exclude a person's application for a position within the OHF include, but are not limited to, offences against persons, offences involving property or offences related to substance abuse.



Respect in Sport Sessions

1. All team officials (including but not limited to head coaches, assistant coaches, managers and trainers) within the jurisdiction of the OHF are required to be certified in the Speak Out Programme or Respect In Sport Activity Leader.

Screening Administration

1. The WLMHA Risk Management Director (or designate) will maintain records of all WLMHA Personnel required to be certified in Speak Out or Respect in Sport Activity Leader.
2. The Criminal Record Checks, of staff and volunteers of WLMHA who are required to submit such information, will be directed to and maintained by the WLMHA Risk Management Director. **The Risk Management Director shall keep the original PVSC/PIC form for each applicant.** The Risk Management Director shall ensure that all hard copy documents are secured and that all electronic data bases and related electronic files are secured by password and backed up regularly.
3. The Risk Management Director shall destroy the PVSC/PIC form and any other document related to a volunteer within 24 months of the expiry of the PVSC/PIC for that volunteer unless the volunteer requests the return of the documents.