



SCREENING AND COMPLIANCE POLICY

PART 1 - PURPOSE

1. Canmore Minor Hockey hereinafter referred to as CMHA understands that, above all else, it is responsible for taking all reasonable steps and precautions to provide participants with a sporting environment that is safe. As a step in fulfilling that responsibility, CMHA has put in place a comprehensive screening process for its programming, which is described in detail below. The purpose of screening is to identify individuals seeking to become involved in CMHA-led activities who may pose a risk to Registered Participants or otherwise are not aligned with the organization's values.
2. CMHA is committed to working closely with its member partners - including Hockey Alberta, minor leagues such as the Central Alberta Hockey League (CAHL) and Rockies Hockey League (RHL), as well as other minor hockey associations - to create safe environments at the local level. This Policy describes core minimum screening requirements that all member partners must have in place.

PART 2 - DEFINITIONS

3. The below terms will have the following meanings for the purpose of this Policy:
 - a. "Child Abuse Registry Check (CAR)" – A screening tool that indicates whether an individual is listed on a provincial database that contains the names of persons who have been found to have abused children. The Child Abuse Registry only exists currently in Nova Scotia and Manitoba. Other provinces or territories may have a similar tool.

- b. "Criminal Records Check (CRC)" - A screening tool that indicates whether an individual has a conviction under the Criminal Code of Canada for which a record suspension has not been granted and provides the applicant with the detailed information that can be legally disclosed.
- c. "Driver's Abstract" – A screening tool that provides information about a driver and their driving history which may outline any impaired driving charges, convictions, suspensions, and prohibitions, and the status of the driver's license.
- d. "Employee" - A person on active payroll with CMHA. This includes full-time, part-time, contract and term employees, students and interns but does not include those who only receive honorariums or are only entitled to reimbursement of their expenses for the services they provide to CMHA.
- e. "Flagged Screen" – An application where a negative indicator was detected or published on one or more of the tools used to screen the individual. A person with a Flagged Screen is ineligible, pending a review and final decision, to serve in the desired role.
- f. "Hockey Canada Registry (HCR)" – The electronic platform for managing all Hockey Canada participant registration.
- g. "International Criminal Record Checks" – A screening tool that searches police databases of a candidate's previous or current country of residence outside of Canada.
- h. "Local and National Police Information Check" – A screening tool that includes a search of local police information (LPI) and the RCMP National Repository of Criminal Records (CRC) to determine whether the individual has a criminal conviction for which a pardon has not been granted and whether select non-conviction information may be relevant to the screening process. This search also includes charges, warrants, peace bonds, prohibition orders, release conditions, probation orders, and recent convictions not registered in the national repository.
- i. "Local Police Information Check (LPI)" – A search of local police databases to determine whether the individual has a history with local police.
- j. "Minor" - Means an individual who is under the age of 18 years old.
- k. "Police Record Check" – All encompassing terms that include the various screening services provided by police agencies.

- l. "Policy" - This Screening Policy.
- m. "Position of Authority" - A position occupied by an individual who, by virtue of that position is able to exercise significant influence over another person and includes, without limitation, a coach, official, manager, support personnel, chaperone, committee member, director or officer.
- n. "Registered Participant" - All categories of individual members and/or registrants of CMHA (which include, but are not limited to, players, coaches, officials, team managers, administrators, instructors, employees, committee members, and board members) who are subject to the policies or codes of conduct of CMHA.
- o. "Screened Roles" – All positions within CMHA who are required to pass the screening process applicable to them, as identified in this Policy. Within CMHA, the following positions have been deemed to be Screened Roles:
 - i Level 1 (Low Risk) – Volunteers without access to the field of play and those with administrative roles at events;
 - ii Level 2 (Medium Risk) – Employees who will not have unsupervised access to Minors or Vulnerable Persons; Volunteers with access to the field of play at events; Members of the Board of Directors; Members of CMHA committees, task teams, and work groups
 - iii Level 3 (High Risk) – Coaches; Team managers; trainers; On-ice officials; Employees who will have unsupervised access to Minors or Vulnerable Persons;
- p. "Screening and Eligibility Committee" – A committee comprised of no fewer than three (3) individuals to be appointed by CMHA which will be responsible for reviewing Flagged Screens making decisions, in consultation with the CMHA's Executive Director, regarding the appropriateness of individuals filling roles within CMHA.
- q. "Vulnerable Person" – A person who, because of their age, a disability, or other circumstances, whether temporary or permanent, is in a position of dependency on others, or is otherwise at a greater risk than the general population of being harmed by a person in a Position of Authority.
- r. "Vulnerable Sector Check (VSC)" – A screening tool for individuals who are working in a vulnerable sector (such as with Minors or Vulnerable Persons),

which verifies the existence of criminal records, as well as record suspensions (formerly pardons) for sex-based offences, non-conviction information, and charges related to the predation of a child or other vulnerable person. A VSC is comprised of a Criminal Records Check, a Local Police Check/Information, and a search for sexual offences listed in Schedule 1 of the Criminal Records Act subject to a record suspension, formerly known as a pardon.

PART 3 - SCOPE

4. Individuals who are applying or are under consideration to serve in a Screened Role are required to follow the requirements set out in this Policy.

PART 4 – CATEGORY OF PARTICIPATION RISK ASSESSMENT

5. Screening is conducted to address various risk factors associated with CMHA and its programming including: access to Minors or Vulnerable Persons; access to confidential and sensitive information; opportunity to speak on behalf of the organization to media; and the handling of money.
6. A Screened Role is evaluated in terms of risk and, when the position is being filled, applicants will be subject to the screening requirements outlined for that level of risk.
7. Third party service providers must provide written confirmation satisfactory to CMHA that anyone within their organization who is likely to interact with one or more Registered Participants has been properly screened by the third party including, at a minimum, having provided the third party with a clear Police Record Check.
8. To specifically address the risk associated with access to Minors or Vulnerable Persons, including transportation of these individuals, there are three levels of risk

evaluated. The screening requirements increase with the level of risk associated with the position the person is seeking to fill.

PART 5 - SCREENING REQUIREMENTS

9. Level 1 (Low Risk) individuals must:

- a. As of the start of the 2026-27 season, complete an application form (sample provided at Appendix B) outlining their qualifications, eligibility, employment/volunteer history, extent of prior experience working with children or youth (if applicable) and other related experience that meet the requirements for the position. The application should also confirm that the individual has read and understands CMHA relevant policies and procedures as evidenced by a signed acknowledgement to that effect. A new application form must be completed and submitted with every new role with the organization through the Hockey Canada Registry (HCR).
- b. As of the start of the 2026-27 season, complete a screening disclosure form (Appendix C), which includes the declaration of any disciplinary decisions or ongoing processes. A screening renewal form (Appendix D) must be completed and received annually through the Hockey Canada Registry (HCR).
- c. Participate in education, training, or orientation, where deemed necessary by CMHA.

10. Unless specifically required by CMHA, Level 1 individuals do not require a PRC or a VSC.

11. Level 2 (Medium Risk) individuals must:

- a. As of the start of the 2026-27 season, complete an application form (Appendix B) outlining their qualifications, eligibility, employment/volunteer history, extent of prior experience working with children or youth (if applicable) and other related experience that meet the requirements for the position. The application should also confirm that the individual has read and understands CMHA relevant policies and procedures, as evidenced by a signed acknowledgement to that

effect. A new application form must be completed and submitted with every new role with the organization through the Hockey Canada Registry (HCR).

- b. As of the start of the 2026-27 season, complete a screening disclosure form (Appendix C), which includes the declaration of any disciplinary decisions or ongoing processes. A screening renewal form (Appendix D) must be completed and received annually through the Hockey Canada Registry (HCR).
 - c. Complete and provide a Local and National Police Information Check upon being retained by CMHA for the first time. Background checks with CMHA will be valid for three (3) years and will need to be renewed thereafter.
 - d. Persons applying for Screened Roles at Level 2, must complete an International Criminal Record Check, as well as the background check outlined in c., if they have lived outside of Canada for any period of time as an adult. International Criminal Record Checks will be valid for three (3) years and will need to be renewed thereafter if the individual being screened has lived outside of Canada since the previous International Criminal Record Check.
 - e. Participate in education and/or training as determined by CMHA. The frequency of education and any re-training will be determined by CMHA and will be dependent on the role.
 - f. Provide a Driver's Abstract, if requested and relevant to the Screened Role.
12. In addition, at the discretion of CMHA Level 2 individuals may be asked to provide two references related to the position and/or participate in an interview, a reference letter template is included in Appendix E. Level 2 individuals may also be asked to participate in orientation sessions relating to their role.
13. Level 3 (High Risk) individuals must:
- a. As of the start of the 2026-27 season, complete an application form (Appendix B) outlining their qualifications, eligibility, employment/volunteer history, extent of prior experience working with children or youth (if applicable) and other related experience that meet the requirements for the position. The application should also confirm that the individual has read and understands CMHA relevant policies and procedures, as evidenced by a signed acknowledgement to

that effect. A new application form must be completed and submitted with every new role with the organization through the Hockey Canada Registry (HCR).

- b. As of the start of the 2026-27 season, complete a screening disclosure form (Appendix C), which includes the declaration of any disciplinary decisions or ongoing processes. A screening renewal form (Appendix D) must be completed and received annually through the Hockey Canada Registry (HCR).
- c. Complete and provide an initial Vulnerable Sector Check upon being appointed to their Level 3 Screened Role for the first time. Applicants for a VSC may be required to submit a letter from CMHA which can be obtained by emailing info@canmorehockey.org
- d. Complete and provide a Local and National Police Information Check three (3) years after they completed their Vulnerable Sector Check. These Local and National Police Information Check will be valid for three (3) years and will need to be renewed thereafter.
- e. Persons applying for Screened Roles at Level 3, must complete an International Criminal Record Check, as well as the background check outlined in d., if they have lived outside of Canada for any period of time as an adult. International Criminal Record Checks will be valid for three (3) years and will need to be renewed thereafter if the individual being screened has lived outside of Canada since the previous International Criminal Record Check.
- f. Participate in education and/or training as determined by CMHA. The frequency of education and any re-training will be determined by CMHA and will be dependent on the Screened Role.
- g. Provide a Driver's Abstract, if requested given the Screened Role.
- h. Individuals applying for a Screened Role at Level 3 who have not resided in Canada for at least five (5) years at the date of their application must obtain the equivalent of a Vulnerable Sector Check from any country where they have spent 183 days or more within the last five (5) years, prior to their arrival to Canada. If any of those documents are in a language other than English or French, the documents should be provided along with a translation from a certified translator.

14. In addition, at the discretion of CMHA, Level 3 individuals may be asked to provide two references related to the position and/or participate in an interview, a reference letter template is included in Appendix E. Level 3 individuals may also be asked to participate in orientation sessions relating to their role.
15. CMHA may request that an individual (including a Registered Participant who does not hold a Screened Role) provide any of the above documents or screens at any time. Any such request will be in writing. Further, CMHA has the authority to modify a Registered Participant's eligibility to participate in sanctioned hockey while the results of a screening process triggered pursuant to this section 18 are pending.
16. All individuals applying for Screened Roles must provide any written consent that may be necessary for CMHA to conduct a background check, VSC, or any other form of screening or criminal check.
17. A local police agency or service may decline to perform a VSC because it concludes that an individual applying for a Screened Role does not meet the criteria of actively being in positions of trust or authority under the auspices of the Criminal Records Act. If the local police agency or service refuses to do the VSC, proof of denial must be sent in writing to info@canmorehockey.org if provided by the local police agency.
18. Any individual holding a Screened Role who is charged with and/or subsequently convicted of a relevant criminal offence or is subject to other criminal sanctions (for example, peace bonds or weapons restrictions), must immediately report this circumstance to info@canmorehockey.org, who will take such steps as are appropriate, including re-assignment, suspension, or dismissal (with or without cause). Additionally, the individual will inform CMHA of any changes in their circumstances that would alter their original responses on their screening disclosure form. For greater clarity, the following is a non-exhaustive list of criminal offences or sanctions which give rise to a self-reporting requirement under this section 21:

- a. Sexual assault;
- b. Sexual exploitation;

- c. Invitation to sexual touching;
- d. Indecent acts and/or exposure;
- e. Making, distributing, possessing or sale of child pornography;
- f. Any indictable criminal offences for child abuse;
- g. Luring a child;
- h. Voyeurism;
- i. Any offence for trafficking and/or importing and/or possession for the purpose of trafficking of any drugs and/or narcotics;
- j. Any production of a substance as defined in the *Controlled Drugs and Substances Act*;
- k. Any indictable criminal code offences such as murder, manslaughter, incest, abduction, extortion, perjury, bribery and influencing, explosive substance offences, arson related offences, counterfeiting, and conspiracy;
- l. Assault with a weapon;
- m. Assault causing bodily harm;
- n. Aggravated assault;
- o. Any current prohibitions or probation orders forbidding the individual from having contact with children under the age of 14;
- p. Robbery;
- q. Any other offences pertaining to violence, whether or not involving weapons;
- r. Any indictable criminal offence related to impaired driving and/or care and control and/or driving over 80 milligrams;
- s. Any firearm related offences.

19. Where an individual is unsure whether a criminal offence is relevant to their Screened Role, they should inquire with info@canmorehockey.org for further guidance.

20. If an individual intentionally falsifies or intentionally provides misleading information, the applicant will immediately be removed from their position and may be subject to further discipline in accordance with CMHA's policies. Further, the CMHA has the authority to modify a Registered Participant's eligibility to participate in sanctioned hockey while the results of any screening process triggered pursuant to this policy are pending.

PART 6 – SCREENING OF MINORS

21. When screening Minors, CMHA will not require the Minor to obtain a Police Record Check but will require the other requirements outlined in Part 5.

PART 7 – SCREENING AND ELIGIBILITY COMMITTEE

22. The Screening and Eligibility Committee is responsible for reviewing all screening applications and documents received pursuant to this Policy.
23. The Screening and Eligibility Committee will carry out its duties in accordance with the terms of this Policy.
24. The Screening and Eligibility Committee is responsible for reviewing all documents submitted with a screening application and based on the review, making a determination based on the screening process chart (Appendix A) relating to the appropriateness of individuals filling Screened Roles or if other appropriate sanctions and/or outcomes are warranted. If the Committee is divided, the Executive Director will have the final decision. In carrying out its duties, the Screening and Eligibility Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.

PART 8 – ORIENTATION, EDUCATION, TRAINING AND MONITORING

25. Whether or not orientation, training, and monitoring is applicable to a specific Screened Role will be determined by CMHA, at its absolute discretion.
26. Orientation, if held, may include, but is not limited to: introductory presentations, facility tours, safe sport policy training, equipment demonstrations, parent/player meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.

27. Education and training, if held, may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
28. At the conclusion of orientation and training, the individual may be required to acknowledge, in writing, that they have received and completed the orientation and training.
29. Monitoring, if deemed appropriate for a specific Screened Role, may include but is not limited to: written or oral reports, observations, evaluations, tracking, and site visits.

PART 9 – PROCEDURE

30. Individuals applying for Screened Roles must submit the screening documents indicated in Part 5, according to the category in which they fall, to the Screening and Eligibility Committee. Any information submitted shall be subject to CMHA's policies and practices regarding private and/or confidential information, as applicable, will only be viewed on a need-to-know basis, and will be protected in accordance with the relevant and applicable privacy legislation.
31. An individual who refuses or fails to provide the necessary screening documents, or makes an incomplete application, will be ineligible for the Screened Role. The individual will be informed by the Screening and Eligibility Committee that their application and/or position will not proceed until such time as the necessary screening documents are submitted.
32. CMHA understands that there may be delays in receiving the results of a Police Record Check, including a VSC. At its discretion, the organization may permit the individual to participate in the role with or without restrictions during the delay, provided that the individual demonstrates that they have initiated the Police Record Check or VSC application process. This permission may be withdrawn at any time and for any reason.

All other aspects of the screening process must be completed prior to the time that the individual begins the role they are being screened for.

33. CMHA recognizes that different information will be available depending on the type of screening document that the individual has submitted. For example, a Local and National Police Information Check may show details of a specific offense, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The Screening and Eligibility Committee will use its expertise and discretion when making decisions based on the screening documents that have been submitted.
34. VSCs, Local Police Checks/Information, and Criminal Records Checks completed for another employer/organization will be accepted if they are no more than 12 months old and an original copy is available.
35. Failure to participate in the screening process as outlined in this Policy will result in ineligibility for the position sought.
36. CMHA will provide applicants with a letter to obtain a Vulnerable Sector Check (VSC) or Criminal Record Check (CRC) at no cost. Under no circumstances will CMHA compensate individuals for time spent completing screening requirements or reimburse any costs incurred as part of the screening process. .

PART 10 – REVIEW CRITERIA

37. If there is a flag on a screening tool, the Screening and Eligibility Committee will use the screening process chart in Appendix A to help determine whether the individual applying for a Screened Role poses a risk or is appropriate for the Screened Role.
38. In determining whether any convictions and/or charges are relevant to the position, CMHA may gather information by any means it deems appropriate which may include, without limitation, a telephone or personal interview with the individual and/or other persons or agencies.

PART 11 - THE RULE OF TWO

39. The Rule of Two states that there will always be two screened team officials in good standing when a player is present. This means that any one-on-one interaction between a screened team official and a player must take place within earshot and view of the second screened team official, except for medical emergencies.
40. Vulnerable situations can include closed door meetings, travel, and training environments amongst others. Clubs and associations must create and implement policies and procedures, in line with these requirements and in a sustainable, phased and measurable process, that limits the instances where these situations are possible. Minors and Vulnerable Persons must not be in any situation where they are alone with a person in a Position of Authority without another screened adult or player present unless prior written permission is obtained from the player's parent or guardian.
41. The Rule of Two should also be applied to interactions with Minors or Vulnerable Persons in virtual training environments. Additionally, for those Vulnerable Persons under age 16, a parent or guardian should be present during the session where possible.

PART 12 – PRIVACY

42. The collection, use and disclosure of any personal information pursuant to this Policy is subject to CMHA's policies and practices regarding private and/or confidential information.

Revision History

<i>Date</i>	<i>Version #</i>	<i>Change</i>
July 23, 2026	1.0	New