



## **Cochrane Minor Hockey Association (CMHA)**

**Policy Title:** Volunteer & Staff Screening Policy

**Effective Date:** September 15, 2024

**Website:** [www.cochraneminorhockey.com](http://www.cochraneminorhockey.com)

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### **1.0 Overview**

This policy provides a consistent framework for screening all CMHA volunteers and coaching staff. It ensures the safety of participants by establishing clear procedures for criminal record verification and outlines how potential concerns in Vulnerable Sector Checks (VSCs) will be addressed.

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### **2.0 Policy**

2.1 All team staff—whether paid or volunteer—must complete a Vulnerable Sector Verification, which includes a Canadian Criminal Record Check (CRC), every three (3) years. These can be obtained through the RCMP, local police, or an approved third-party provider.

2.2 Should an individual's CRC status change after their last submission to CMHA, it is their responsibility to obtain and provide an updated CRC to the CMHA office immediately.

2.3 CMHA reserves the right to request an updated CRC at any time. Failure to comply may result in immediate suspension from the individual's role within the organization.

2.4 If a submitted CRC indicates a past or pending offense, it will be reviewed by the CMHA Screening Committee to determine if the individual may continue in their role.

2.5 Offenses that may disqualify an individual from volunteering or result in conditional participation include, but are not limited to:

- Any conviction for physical or psychological violence
- Any violent crime, including all forms of assault
- Any offense involving illegal drug trafficking
- Any offense related to child pornography
- Any sexual offense

These offenses apply regardless of the date of conviction unless a pardon has been granted.

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### 3.0 Process

3.1 Volunteers are required to upload their CRC directly to their **Hockey Canada Spordle profile** under the “Other Documents” section. They must then notify the CMHA Operations Coordinator for verification.

3.2 Once verified as “clear,” the Operations Coordinator will record the CRC issue date in the Hockey Canada Registry and ensure that the document is stored within the individual’s profile. CRCs not uploaded to Spordle will not be processed.

3.3 The **CMHA Screening Committee**, consisting of the Vice Presidents and a minimum of one additional board member, will review all CRCs that raise concerns.

3.4 If the CRC contains any of the listed offenses in Section 2.5, the Screening Committee will assess the situation and inform the individual of their eligibility. If disqualified, the individual must immediately step down from their CMHA role.