

PEMBINA MINOR HOCKEY ASSOCIATION SCREENING POLICY

1. PURPOSE

Pembina Minor Hockey Association (PMHA) 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, PMHA has put in place a comprehensive screening process for its programming, described in detail below. The purpose of screening is to identify individuals seeking to become involved in PMHA led activities who may pose a risk to Registered Participants or otherwise are not aligned with the organization's values. This policy describes core minimum screening requirements for Pembina Minor Hockey Association.

2. DEFINITIONS

The below terms will have the following meanings for the purpose of this Policy:

- a. "Criminal Records Check (CRC)" - A screening tool 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.
- b. "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.
- c. "Employee" - A person on active payroll with PMHA. 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 PMHA.
- d. "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.
- e. "Hockey Canada Registry (HCR)" – The electronic platform for managing all Hockey Canada participant registration.

- f. “International Criminal Record Checks” – A screening tool that searches police databases of a candidate’s previous or current country of residence outside of Canada.
- g. “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.
- h. “Local Police Information Check (LPI)” – A search of local police databases to determine whether the individual has a history with local police.
- i. “Minor” - Means an individual who is under the age of 18 years old.
- j. “Police Record Check” – All-encompassing term that includes the various screening services provided by police agencies.
- k. “Policy” - This Screening Policy.
- l. “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.
- m. “Registered Participant” - All categories of individual members and/or registrants of PMHA (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 PMHA.
- n. “Screened Roles” - All positions within PMHA who are required to pass the screening process applicable to them, as identified by this Policy. Within PMHA, 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 PMHA committees, task teams, and work groups.

iii. Level 3 (High Risk) - Coaches; Team Managers; Trainers; On-ice Officials; Employees who have unsupervised access to Minors or Vulnerable Persons.

o. “Screening and Eligibility Committee” - A committee comprised of no fewer than three (3) individuals to be appointed by PMHA which will be responsible for reviewing Flagged Screens making decisions, in consultation with a designated Executive Director, regarding the appropriateness of individuals filling roles within PMHA.

p. “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.

q. “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.

3. SCOPE

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.

4. CATEGORY OF PARTICIPATION RISK ASSESSMENT

Screening is conducted to address various risk factors associated with PMHA 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 the media; and the handling of money.

A Screened Role is evaluated in terms of risk and, when the position is being filled, applications will be subject to the screening requirements outlined for that risk level.

Third party service providers must provide written confirmation satisfactory to PMHA 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.

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.

5. SCREENING REQUIREMENTS

- i. Screening levels include **Low Risk**, **Medium Risk**, and **High Risk** as outlined below:

Level 1 (Low Risk) individuals must:

- a. As of the start of the 2026-2027 season, complete an application form (see 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 PMHA's 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 2026-2027 season, a complete screening disclosure form (see Appendix C), which includes the declaration of any disciplinary decisions or ongoing processes. A screening renewal form (see 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 PMHA.

Unless specifically required by PMHA, Level 1 individuals do not require a CRC or VSC.

Level 2 (Medium Risk) individuals must:

- a. As of the start of the 2026-2027 season, complete an application form 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 PMHA's 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 2026-2027 season, complete a screening disclosure form (see Appendix C), which includes the declaration of any disciplinary decisions or

ongoing processes. A screening renewal form (see 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 (Criminal Record Check is acceptable per Hockey Alberta) upon being retained by PMHA for the first time. Background checks with PMHA 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 a 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 PMHA. The frequency of education and any re-training will be determined by PMHA and will be dependent on the role.
- f. Provide a Driver's Abstract, if requested and relevant to the Screened Role (ie: driver of the team bus).

In addition, at the discretion of PMHA, Level 2 individuals may be asked to provide two references related to the position and/or participate in an interview (see sample reference letter Appendix E). Level 2 individuals may also be asked to participate in orientation sessions relating to their role.

Level 3 (High Risk) individuals must:

- a. As of the start of the 2026-2027 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 PMHA's 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 2026-2027 season, complete a screening disclosure form (see Appendix C), which includes the declaration of any disciplinary decisions or ongoing processes. A screening renewal form (see Appendix D) must be completed and received annually through the Hockey Canada Registry (HCR).
- c. Complete and provide the 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 PMHA which can be obtained by emailing the Registrar (registrar@pembinapirates.com).
- d. Complete and provide a Local and National Police Information Check (Criminal Record Check is acceptable per Hockey Alberta) three (3) years after they

completed their Vulnerable Sector Check. These Local and National Police Information Checks 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 PMHA. The frequency of education and any re-training will be determined by PMHA 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 resided 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.

In addition, at the discretion of PMHA, Level 3 individuals may be asked to provide two references related to the position and/or participate in an interview (a sample reference letter template is included in Appendix E). Level 3 individuals may also be asked to participate in orientation sessions relating to their role.

- ii. PMHA 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, PMHA 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 V are pending.
- iii. All individuals applying for Screened Roles must provide any written consent that may be necessary for PMHA to conduct a background check, VSC, or any other form of screening or criminal check.
- iv. 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 the Registrar (registar@pembinapirates.com) if provided by the local police agency.

- v. 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 the Registrar (registrar@pembinapirates.com), who will take such steps as are appropriate, including re-assignment, suspension, or dismissal (with or without cause). Additionally, the individual will inform PMHA 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.
- 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.

Where an individual is unsure whether a criminal offence is relevant to their Screened Role, they should inquire with the Registrar (registrar@pembinapirates.com) for further guidance.

- vi. 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 PMHA's policies. Further, PMHA 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.

6. SCREENING OF MINORS

When screening Minors, PMHA will not require the Minor to obtain a Police Record Check but will require all other requirements outlined in Part 5 (Screening Requirements).

7. SCREENING AND ELIGIBILITY COMMITTEE

- i. The Screening and Eligibility Committee is responsible for reviewing all screening applications and documents received pursuant to this Policy.
- ii. The Screening and Eligibility Committee will carry out its duties in accordance with the terms of this policy.
- iii. 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 Board of Directors 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.

8. ORIENTATION, EDUCATION, TRAINING AND MONITORING

- i. Training, Orientation and Monitoring is and whether or not it is required for a specific screened role is determined by PMHA, at its absolute discretion.
- ii. Orientation, if held, may include but is not limited to: introductory presentations, facility tours, safe sport 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.
- iii. 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.

- iv. 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.
- v. Monitoring, if deemed appropriate for a specific Screened Role, may include but is not limited to written or oral reports, observations, evaluations, and tracking.

9. PROCEDURE

1. Individuals must submit the screening documents indicated in Part 5 to the Screening and Eligibility Committee. Information submitted shall be handled privately and confidentially and will only be viewed on a need-to-know-basis. All information will be protected in accordance with the relevant and applicable privacy legislation.
2. 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 the required documents are submitted and complete.
3. PMHA understands there may be delays in receiving the results of a Police Record Check, including a VSC. At its discretion PMHA 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 beginning the role that the individual is being screened for.
4. PMHA 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 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.
5. VSCs, Local Police Checks/Information, and Criminal Record Checks completed for another organization/employer will be accepted if they are no more than 12 months old and an original copy is available.
6. Failure to participate in the screening process as outlined in this Policy will result in ineligibility for the position sought.

10. REVIEW CRITERIA

- i. 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 the Screened Role poses a risk or is appropriate for the Screened Role.
- ii. In determining whether any convictions and/or charges are relevant to the position, PMHA 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.

11. RULE OF TWO

- i. 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 the screened team official and a player must take place within earshot and view of the second screened team official, except for medical emergencies.
- ii. 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. Vulnerable situations can include closed door meetings, travel, and training environments amongst others.
- iii. 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.

12. PRIVACY

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

Appendix A - Screening Process

Process and Decision Making

1. A review of a Flagged Screen from any of the screening tools listed in the Policy will be completed by the Screening and Eligibility Committee. As part of this review, broader information from minor hockey associations, leagues, or teams and other information that the Screening and Eligibility Committee determines to be relevant may also be considered.
2. In this review, one of four outcomes will be determined:
 - a. The screened individual may perform their role with no further requirements;
 - b. The screened individual may perform their role with specific adaptations or requirements (e.g., completing the responsibilities of their role but not being allowed to drive a car in reference to a DUI conviction);
 - c. The screened individual must complete any other requirements before being permitted to perform their role, or if any other sanctions or outcomes are required. These outcomes could include a modification to an individual's status in the HCR.
 - d. The screened individual will be "screened out" and deemed ineligible to fulfill the Screened Role.
3. As part of the decision-making process, the Screening and Eligibility Committee will consider the following:
 - a. Relationship of the negative indicator that has been flagged to the nature of the position;
 - b. Number and nature of any charges and / or convictions;
 - c. When the negative indicator that has been flagged occurred;
 - d. What the individual has done since the date of the negative indicator that has been flagged.
4. The Screening and Eligibility Committee will consider the following types of flagged content with a higher degree of scrutiny, which may result in an ultimate decision to refuse the individual's application to hold a Screened Role:
 - a. Any flagged conduct involving the offences identified in Part 5 - V of the Policy;
 - b. Any flagged content involving conduct against public morals.
 - c. Any flagged content involving a minor or minors.
 - d. Any flagged content involving the possession, distribution, or sale of any child related pornography.

- e. Any flagged content involving theft or fraud.
- f. Any flagged content involving competition manipulation.
- g. Any behaviour that would be contrary to PMHA's Mission, Vision or Values, including any form of hate speech.

FLAGGED SCREENING CONTENT REVIEW CRITERIA

Type of Screening Tool	Low Risk Associated with Flagged Content	Medium Risk Associated with Flagged Content	High Risk Associated with Flagged Content	Flagged Content Indicates an Acute Risk to Safety and Requires Immediate Removal
Police Record Check and VSC	Criminal Record (including charges and/or convictions) is not relevant to the role and has no risk to the safety of others or PMHA's reputation. <i>Example: A single historical conviction for petty theft (25 years ago) for a volunteer working in a role that would have no contact with Minors or Vulnerable Persons.</i>	Criminal Record (including charges and/or convictions) is not directly relevant to the role and has low/medium risk to the safety of others and some risk to PMHA's reputation. <i>Example: A single historical conviction of an assault charge (15 years ago) for a contractor who is completing remote work.</i>	Criminal Record (including charges and/or convictions) is very relevant to the role and has medium/high risk to the safety of others and significant risk to PMHA's reputation. <i>Example: Multiple recent charges of physical abuse/assault for an official working primarily with U11 teams.</i>	Criminal Record (including charges and/or convictions) is very relevant to the role and has an acutely high risk to the safety of others and to PMHA's reputation. <i>Example: Multiple historical convictions and recent charges of physical and sexual abuse involving minors for a coach.</i>
Screening Disclosure and Renewal Forms	Disclosure includes information that is not relevant to the individual's role and has no risk to the safety of others or PMHA's reputation. <i>Example: a coach discloses a</i>	Disclosure includes information not directly relevant to the individual's role and has low/medium risk to the safety of others or PMHA's reputation.	Disclosure includes information very relevant to the individual's role and has medium/high risk to the safety of others or PMHA's reputation.	Disclosure includes information very relevant to the individual's role and has an acute high risk to the safety of others or PMHA's reputation. <i>Example: a coach who recently</i>

	<i>suspension due to routine in game misconduct they received during their playing days.</i>	<i>Example: a team bench staff member was the defendant in a historical human rights tribunal case involving wrongful dismissal due to discrimination in their province.</i>	<i>Example: a coach has been repeatedly sanctioned by local and regional sport organizations for ignoring concussion return to play protocols resulting in severe injuries for players.</i>	<i>immigrated to Canada from the US and discloses that they received a lifetime ban from coaching in their state due to allegations that they provided players with narcotics.</i>
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Appendix B - Application Form

Date:	
Name (First, Middle, Last):	
Current Permanent Address:	
Date of Birth:	
Gender Identity:	
Email Address:	
Phone Number:	
Position Sought:	
Signature:	

Questionnaire:

1. Please describe any relevant coaching, administration, sport and leadership qualifications that are related to the role.

2. Please describe any relevant volunteer or employment experiences that are relevant to the role.

3. What other experience would you bring to the position that may be relevant to the role?

Appendix C - Screening Disclosure Form for Adult Registered Participants

NAME: (First/Middle/Last) _____

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS: _____

(Street/City/Province/Territory/Postal Code)

DATE OF BIRTH (MM/DD/YYYY): _____ GENDER IDENTITY: _____

Screening Organization: _____ EMAIL: _____

Note: Failure to disclose truthful information below may result in the loss of volunteer responsibilities or other privileges and may also be pursued as a disciplinary offence that could result in the imposition of sanctions.

1. Do you have a criminal record?

YES / NO (circle one). If yes, please complete the following information for each conviction. Attach additional pages as necessary.

Name or Type of Offence: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed including date of expiry of any penalty/punishment:

Further Explanation:

2. Have you ever been disciplined or sanctioned, including remedial measures or agreeing to a settlement by or through a process administered by a sport governing body or an independent body (e.g. sport organization, Professional Order, Canada Centre for Ethics in Sport, private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position?

YES / NO (circle one). If yes, please complete the following information for each disciplinary matter. Attached additional pages as necessary.

Name of Disciplining or Sanctioning Body: _____

Name of Discipline, Sanction or Dismissal: _____

Reasons for Discipline, Sanction or Dismissal: _____

Penalty or Punishment Imposed including date of expiry sanction:

Further Explanation: _____

3. Are criminal charges, proceedings, investigations or sanctions, including those from a sport governing body or an independent body (e.g. sport organization, Professional Order, Canada Centre for Ethics in Sport, private tribunal, government agency, etc) currently pending or threatened against you?

YES / NO (circle one). If yes, please complete the following information for each pending charge, proceeding, investigation or sanction. Attach additional pages as necessary.

Name or Type of Offence: _____

Name and Jurisdiction of Court/Tribunal: _____

Name of Disciplining or Sanctioning Body: _____

Details of provisional sanction (where applicable): _____

Further explanation: _____

COMPLIANCE WITH PMHA POLICIES, PROCEDURES, AND REQUIREMENTS

By signing this document below, I agree that I will be subject to and required to adhere to PMHA's policies and procedures.

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, I consent and authorize PMHA to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Local and National Police Information Check and/or Vulnerable Sector Check (when permitted by law) for the purposes of screening, implementation of PMHA's Screening Policy, administering membership services, and communicating with National Sport Organizations, Sport Clubs and other organizations involved in the governance of sport.

CERTIFICATION

I hereby certify that the information contained in this Screening Disclosure Form is accurate, correct, truthful and complete and that the provision of incorrect, false or misleading information may result in disciplinary action being taken against me by PMHA.

I further certify that I will immediately inform PMHA of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in the withdrawal of responsibilities or other privileges and/or disciplinary action.

NAME (print): _____ DATE: _____

SIGNATURE: _____

Appendix D - Screening Disclosure Renewal Form

NAME: (First/Middle/Last) _____

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS: _____

(Street/City/Province/Territory/Postal Code)

DATE OF BIRTH (MM/DD/YYYY): _____ GENDER IDENTITY: _____

Screening Organization: _____ EMAIL: _____

Note: Failure to disclose truthful information below may result in the loss of volunteer responsibilities or other privileges and may also be pursued as a disciplinary offence that could result in the imposition of sanctions.

By signing this document below, I certify that there have been no changes to my criminal record since I last submitted a Police Record Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to PMHA. I further certify that there are no outstanding charges and warrants, judicial orders, peace bonds, probation or prohibition orders, or applicable non-conviction information, and there have been no absolute and conditional discharges.

Additionally, I certify that there have not been and there are not currently any proceedings, investigations or sanctions, including those from a sport governing body or an independent body (e.g. sport organization, Professional Order, Canada Centre for Ethics in Sport, private tribunal, government agency, etc.) pending or threatened against me.

I confirm that any Police Record Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I would obtain or submit on the date indicated below would be no different than the last Police Record Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I submitted to PMHA. I understand that if there have been any changes, or if I suspect that there have been any changes, it is my responsibility to obtain and submit a new Police Record Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to PMHA Screening and Eligibility Committee instead of this form.

I recognize that if there have been changes to the results available from the Police Record Check and/or Vulnerable Sector Check and/or Screening Disclosure Form, and that if I submit this form improperly, then I am subject to disciplinary action and/or the removal of volunteer responsibilities or other privileges at the discretion of the PMHA Screening and Eligibility Committee.

NAME (print): _____ DATE: _____

SIGNATURE: _____

Appendix E - Sample Letter of Reference

To Whom it May Concern:

I am writing in reference to _____ [FULL NAME] and their screening application with PMHA.

I have known _____ [FULL NAME] for _____ years as their _____
[Enter your relationship, e.g. employee, colleague, or friend, etc.].

During my relationship with _____ [FULL NAME] I have experienced an individual who:

[E.g. Who acts with honesty and integrity, respects the rights, dignity, and worth of individuals and is worthy of being an ambassador of PMHA.]

I believe that _____ [FULL NAME] embodies the following True Sport Principals of [Please circle those that are applicable]:

Go for it	Play Fair	Include Everyone	Respect Others
Give Back	Keep it Fun	Stay Healthy	

I WOULD / WOULD NOT (circle one) recommend _____ [FULL NAME] for the role of _____ for PMHA, without reservation. (E.g. official, coach, volunteer).

Additionally, I would like to add the following:

Date: _____

Name (printed): _____

Name (signed): _____