



## 6.6 HEO POLICY FOR POLICE RECORDS CHECKS

Hockey Canada has advised that all Branches have Police Records Checks conducted on all personnel that have authority over or contact with, directly or indirectly, minors. All personnel will have a current Police Records Check and will be subject to provide documentation they had obtained the required police check. This policy cannot be changed by any League, District or Association within HEO and must be strictly adhered to.

### Effective Date

Rev. 1 February 2017

Rev.2 March 2017

Rev.3 May 2017

Rev.4 June 2017

Rev.5 August 2022

### Policy Inclusions

- all HEO Staff, Executive and Administrative personnel
- all MHA, Junior League, Para Hockey, and Special Hockey executive, coaches, managers, trainers, and any remaining bench staff positions of HEO teams.
- All HEO Clinic Instructors
- all HEO officials over the age of 18
- all HEO officiating coaches

### Policy Criteria

1. Applies to personnel eighteen years of age and over. Persons turning 18 must have a Police Records Check completed by the age of 19.
2. Police Records Checks are to be updated every three years
3. Police Records Checks must include vulnerable type checks
4. Any new individual through the course of a season must have a Police Records Check. It is understood that compliance sometimes is not as timely as desired as this is a drain on police resources. Individuals may fulfil their duties once they can show they have made application.
5. Associations/Leagues will be shown a hard or electronic copy of the individuals PRC and once verified will upload the PRC information onto the individuals HCR Profile.
6. Individuals who may be charged by the police are required to self-report to their superior.
7. Individuals are responsible for all costs that may be incurred.
8. Individuals with outstanding Criminal Code convictions or who have been charged with such offences that have not yet gone to trial, but which continue to be prosecuted, shall not be eligible to hold any position with HEO, hockey leagues, and Minor Hockey Associations.
9. Offences which deem the Individual ineligible to participate in any capacity **Note:** this is a reference only and not a complete list of applicable **offences:**





- Assault with a weapon
  - Assault causing bodily harm
  - Aggravated assault
  - **Any** sexual assault
  - **Any** sexual interference
  - **Any** sexual exploitation
  - **Any** invitation to sexual touching
  - **Any indecent acts and/or exposure.**
  - **Any** making, distributing, possessing **or sale of** child pornography
  - **Any** current prohibitions or probation orders forbidding the individual from having contact with children under the age of 14
  - **Any** indictable criminal offences for child abuse
  - Luring a child
  - Voyeurism
  - **Any offence for trafficking and/or importing and/or possession for the purpose of trafficking of any drugs and/or narcotics**
  - **Any** production of a substance (specifically, as defined in the Controlled Drug and Substances Act - C.D.S.A.)
  - Robbery
  - Any other offences pertaining to violence, whether or not involving weapons.
  - **Any multiple offences related to impaired driving and/or care and control and/or drive over 80 milligrams**
  - **Any indictable criminal code offences related to impaired driving and/or care and control and/or drive over 80 milligrams**
  - **Any other indictable criminal code offences such as, murder, manslaughter, incest, abduction, extortion, perjury, bribery and influencing, explosives substances offences, arson related offences, counterfeiting and conspiracy**
10. Offences for which disqualification from participation is 3 (three) years from the expiration of the penalty imposed by the courts. Note this is a reference only and not a complete list of applicable **offences**:
- Assault
  - Threatening
  - **Any** possession of a substance (specifically, as defined in the Controlled Drug and Substances Act - C.D.S.A.)
  - **Any** theft **and/or** fraud **and/or** related offence (applicable to a person while in a Position of Trust of Finances)





- **Any** convictions pertaining to illegal substances, other than for manufacture,
    - **distribution** and/or trafficking
  - **Any** firearm related offences (other than use of firearm in the commission of an offence, see above)
  - **Any other indictable criminal code offences such as break and enter, mischief, resisting and obstructing offences, dangerous driving, flight from police offences, failure to remain offences, criminal harassment and breaching orders and failing to comply offences**
11. The acceptable window of time for the exclusion of offences as determined by the Members will be 3 (three) years. The exclusion of time commences at the expiration of the penalty imposed by the Courts not the date of the charge or conviction.
12. **Offences for which the individual has to abide by specific criteria as a participant.**
- For a first offence related to Impaired Driving **and/or care and control and/or drive over 80 milligrams resulting in a summary conviction**, the individual may not drive any other participant to and from sanctioned activities while Driver's License is suspended.

#### **Criminal Record Check/Vulnerable Sector Check process for MHA's**

- Associations/Leagues must have a Criminal Record Check (CRC)/Vulnerable Sector Check (VSC) Coordinator. This Coordinator will be responsible for the collection of PRC's and uploading this information onto the individuals HCR Profile. The coordinator will be given Risk and Safety Write Access in the HCR.
  - The CRC/VSC Coordinator can be anyone within your current executive structure (i.e. Registrar) or an individual appointed by the Association/League President/Commissioner.
  - A current VSC for the Coordinator and the signed HCR Access form, must be provided to HEO before CRC HCR access is given.
- Criminal Record Checks must be collected and uploaded by October 31 of the current season.
- Any flagged CRC or VSC must be reported to the HEO Director Operations immediately. Flagged PRC's must be delivered in a sealed envelope.
- Upon receipt of a flagged PRC, the HEO Director Operations will engage a Third Party Investigator (current or retired Police officer), to review the individuals CRC, and make appropriate recommendations to HEO.





- The CRC/VSC Investigator, in making a recommendation regarding a flagged CRC or VSC, will consider the following:
  - (i) Relationship of the offence(s) to the nature of the position;
  - (ii) Number and nature of the charges and/or convictions;
  - (iii) When the offence(s) occurred; and
  - (iv) What the individual has done since the date of the offence.
  
- The individual will have the opportunity to appeal the final decision made by HEO. The Appeals Committee will be comprised of outside personnel with a law background (i.e., Police, lawyers, etc.)



