

Police Vulnerable Sector Screening Policy

Northumberland Minor Hockey Association accepts that it has a significant responsibility to protect its vulnerable members. The below policy is in accordance with the OMHA and OHF rules and regulations governing volunteer screening.

For all Executive Board members, convenors, coaches, assistant coaches, trainers, assistant trainers, managers and on ice volunteers (18 years and older) with NMHA, a Police Vulnerable Sector Check (PVSC) is mandatory.

Individuals with outstanding Criminal Code convictions, **five years or more recent, or charges pending for certain offences**, will not be accepted for one of the above listed positions. These offences include, but are not limited to the following:

Five years or more recent:

- Assault
- Threatening
- Possession of a Substance as defined in the Controlled Drugs and Substances Act (C.D.S.A.)
- Impaired Driving (while Driver's Licence is suspended)
- Theft, Fraud and Related Offence (while in a Position of Financial Trust)

Individuals with outstanding Criminal Code convictions or charges pending for the following offences **will not** be considered for one of the above listed positions.

- Assault with a Weapon
- Assault Causing Bodily Harm
- Aggravated Assault
- Sexual Assault
- Sexual Exploitation
- Sexual Interference
- Invitation to Sexual Touching
- Child Pornography
- Luring a Child
- Voyeurism
- Possession for the Purpose of Trafficking
- Production of a Substance (as defined in the C.D.S.A.)
- Robbery
- Use of a Firearm in the Commission of an Offence
- Firearm Related Offences (with the exception of Unsafe Storage)

Applicants may be rejected as a result of other information gained during the police vulnerable sector check process or through the screening process as a whole, or as a consequence of other factors. If this happens, the applicant has the right to know why he/she is being refused, and may appeal to the Executive in writing for a review of their record.

As a condition of being accepted as a volunteer with the Northumberland Minor Hockey Association, applicants will be required to obtain a Police Vulnerable Sector Check. PVSC screening letters are to be dated within four months of September 1st of the current season to be accepted and will be valid for a period of three years, expiring May 1st of the third year as per Hockey Canada regulations.

All volunteers are required to apply for their own PVSC. Applicants must apply at the police service where they reside - ie: reside in the Town of Cobourg then apply at Cobourg Police, reside in Port Hope then apply at Port Hope Police, reside in Hamilton Twp, Alnwick-Haldimand Twp, or Port Hope rural area then apply at Northumberland OPP.

When applying, applicants will need a letter from NMHA stating that they are a non-paid volunteer. This letter is available in the download section of the NMHA web site.

Each applicant will receive a response letter from the police. The original letter must be submitted to the NMHA office in order for this process to be complete and for the applicant to be approved. Photocopies are not acceptable.

Please submit the original response letter in a sealed envelope marked "Police Check", with the individual's name and volunteer position. All checks must be submitted to the locked mailbox on the door of the NMHA Office. (Pond side at CCC)

Police Vulnerable Sector checks completed for another organization will be accepted if they are no more than 4 months old and the original copy is submitted.

Every volunteer once accepted is obliged to inform the NMHA President, Risk Manager, or other Executive member of any new pending charge(s) or conviction(s) of an offence listed in this policy.

Failure to submit an original PVSC letter will result in the removal or rejection for the position applied for.

Declaration Letter:

As per OMHA regulations, a PVSC is valid for period of three years. For each year after the PVSC is submitted, a new declaration form is required. This form is available on the NMHA web site.

Year 1 - Valid PVSC

Year 2 - Declaration

Year 3 - Declaration

Year 4 - New PVSC required