



Greater Sudbury AAA Co-operation Committee Criminal Record Check Policy



Objective:

To ensure that all AAA team staff members are eligible to participate in team activities and events and are compliant with the conditions stipulated in the **NOHA Criminal Record Check Policy** (as included below).

Applicability:

Applies to ALL those indicated in the NOHA Criminal Record Check Policy

Process:

In addition to proof of a negative Criminal Record Check (or proof of payment and application for this document) which must be provided during the application and interview processes, all AAA team staff members must submit to their Home Association (the Association which registers their team) the following documentation by June 1 of the current year:

- a) a new Criminal Record Check once every three (3) years.
- b) a **Criminal Offence Declaration** (form included below) in the second and third years.
- c) As Criminal Record Checks often take considerable time to process, it is possible that a staff member may be appointed prior to completion of the Record Check. If a Criminal Record Check is subsequently returned with a positive status for any offence which renders the individual ineligible to hold this position, that individual shall be immediately removed from the position.

NOTE: It shall be the responsibility of the Home Associations (SMHA & NCHA) to forward to the Committee a summary record of compliance/non-compliance for all AAA team staff members.

NOHA CRIMINAL RECORD CHECK POLICY

All individuals holding the title of team official (including but not limited to head coach, assistant coach, trainer, assistant trainer, manager), on-ice official and anyone else determined by the Risk Assessment Tool which is contained in Appendix B of the OHF Screening Policy shall be subject to Criminal Record Checks which include the Vulnerable Sector Screening and a search of the National Sex Offender Registry.

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 the OHF, a Member Partner, hockey leagues, hockey Clubs and Minor/Female Hockey Associations.



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Offences which deem the Individual ineligible to participate in any capacity as determined by Appendix B. Note this is a reference only and not a complete list of applicable charges.

- Assault with a Weapon
- Assault Cause Bodily Harm
- Aggravated Assault
- Sexual Assault
- Sexual Interference
- Sexual Exploitation
- Invitation to Sexual Touching
- Making, distributing or possessing child pornography
- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
- Indictable criminal offences for child abuse
- Luring a Child
- Voyeurism
- Possession for the Purpose of Trafficking
- Production of a Substance (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.

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 charges.

- Assault
- Threatening
- Possession of a Substance (as defined in the Controlled Drug and Substances Act - C.D.S.A.)
- Impaired Driving (while Driver's License is suspended)
- Theft, Fraud and Related Offence (while in a Position of Trust)
- Convictions pertaining to illegal substances, other than for manufacture and/or trafficking
- Firearm Related Offences (other than use of firearm in the commission of an offence)

The acceptable window of time for the exclusion of offences as determined by the Member Partners 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.



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It is the obligation of any person subject to screening by virtue of this Policy to advise his or her organization's Professional Designate responsible for screening of a charge or conviction under any offence listed in this Policy.

The Ontario Hockey Federation or its designate shall be responsible for the collection and retention of Criminal Record Checks, which must be under the designee's control and secured in a safe storage area.

NOHA CRIMINAL OFFENCE DECLARATION FORM

CRIMINAL OFFENCE DECLARATION

Print Name: _____

Position: _____

Association: _____

I, _____, hereby declare that:

I have no convictions or outstanding charges for offenses under the Criminal Code of Canada as specified in the NOHA Screening Policy up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

OR

I have the following convictions for offenses under the Criminal Code of Canada as specified in the NOHA Screening Policy for which a pardon under the Criminal Records Act (Canada) has not been issued or granted:

Signature of Applicant: _____ Date: _____