



Revised January 2019

Vulnerable Sector and Criminal Record Check Policy and Procedure

Policy:

1. **Coaches, On-Ice Assistants, Referees, Convenors, and any volunteer (18 years old or older) working directly with the players** must submit a current Vulnerable Sector Check (“VSC”) completed within 3 years and complete a Criminal Offence Declaration Form (“CODF”). After that, a VSC must be completed every 3 years, and a CODF must be completed annually. Charges and convictions must be reported immediately to Stanley Stick Hockey Association (“SSHA”). Failure to do so could result in immediate suspension or expulsion from SSHA.
2. **The Board of Directors and all additional league Executive, including Advisors to the Executive** must complete a Criminal Record Check (“CRC”) every 3 years. In addition, a CODF must be completed annually.

Procedure:

1. Volunteers are required to apply for and submit VSC or CRC as per the above Policy. Volunteers residing in Guelph will obtain their VSC or CRC by following the procedures as instituted and updated by Guelph Police Services. Volunteers residing outside Guelph will obtain their VSC or CRC at their local Police or OPP station following that stations applicable procedure.
2. SSHA will provide the CODF in a manner determined by SSHA for completion by volunteers. This could be a hard copy, an electronic form, or an online waiver for acknowledgment.
3. SSHA is responsible to provide the volunteer with a valid Authorization Number issued by the PIN Network for use in the VSC or CRC application and, if required, a personal letter for fingerprint procedure.
4. Volunteers will provide the VSC or CRC to the designated SSHA Executive Representative, either in original, scanned, or electronic form. If originals are provided, an electronic form will be created by SSHA and the originals will be shredded. Electronic forms will be stored for ten years, after which they will be deleted.

Stanley Stick Hockey Association

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