

Police Record Checks - Policy and Procedures Peterborough Hockey Association (PHA)

This policy applies to all volunteer coaches, assistants, trainers and managers regardless of age or level assisting in the PHA hockey leagues (rep, house league, roster select and development).

The PHA accepts its significant responsibility with respect to all members. In general, people with outstanding Criminal Code convictions, some open-ended, the majority ten years old or more recent or charges pending for certain offences will not be allowed to coach in the PHA. These offences include the following:

- Sexual assault (no time limit)
- Sexual exploitation (no time limit)
- Invitation to Sexual Touching (no time limit)
- Sexual interference (no time limit)
- Making, distribution or possession of child pornography (no time limit)
- Physical assault
- Indictable criminal offences for child abuse
- Outstanding convictions or charges pending for criminal driving offences, including but not limited to impaired driving
- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
- Intent to traffic or trafficking in illegal substances
- Possession or other illegal substance convictions
- Any violent offence, whether or not it involved weapons

NOTE:

It should be noted that every volunteer, once accepted into the PHA, is obliged to inform the PHA Risk Management Officer, if he or she is charged and/or convicted of any of the above listed offences. Failure to comply with this note shall result in a suspension from the PHA Officiating Program.

PROCESS:

It is important that the OMHA Board of Directors and the local Minor Hockey Association Executive never have access to the details in a Police Record Check. This way the OMHA Board of Directors and Association Executives are above reproach in regard to confidential information.

All PHA returning applicants shall be required to produce a copy of their police record check in a sealed envelope at the PHA coaches meeting that they will be attending for the current hockey season. The envelope containing the police record check will be handed over to the PHA Risk Management Officer. The PHA Risk Management Officer will forward all the envelopes to the Registrar at the PHA office. The Risk Management Officer will verify that a police record check has been received from each attendee at the meeting, review the police record checks, and ensure that each person is in good standing with the policy.

The Risk Management Officer will notify those applicants with a positive police record check of their suspension from the PHA Program. A copy of the suspension notice will be forwarded to the President and VP Operations of the PHA and the Technical Director, OMHA. If the status of the suspended applicant changes, he/she shall contact the Risk Management Officer for possible re-instatement. The decision to re-instate an applicant will be at the discretion of the PHA Executive.

For new applicants attending a PHA Coaches meeting/clinic for the current hockey season, they shall bring a copy of their police record check to the clinic in a sealed envelope. The envelope containing the police record check will be handed over to Development Coordinator for the clinic. The Development Coordinator will forward the envelopes to the Risk Management Officer. The Risk Management Officer will verify that a police record check has been received from each attendee at the clinic, review the police record checks, and ensure each applicant is in good standing with the policy. The Risk Management Officer will notify those applicants with a positive police record check of their suspension from the PHA Program. A copy of the suspension will be distributed as per the above.

For those coaches coming from the OHA, OWHA, OMHA or Alliance or moving into the PHA area, they shall show proof by producing a copy of a current police record check having been completed while in the above noted Associations. Failure to do so will nullify them from coaching in the PHA until such time they produce a copy of a completed police record check.

For Record checks that identify a youth record attached to an adult criminal record, the applicant will be requested to provide finger prints to enable access to the youth records. Failure to do so will nullify them from coaching in the PHA until such time they produce a copy of a completed police record check including the disclosure of the youth record.

COST:

In Ontario, Police Services normally charge an administration fee for police record checks.

APPEAL PROCESS:

Any PHA coach who is suspended by the Risk Management Officer resulting from a positive police record check or charges pending relative to the criminal offences listed in this policy may appeal to the PHA Executive. The Appellant shall have 7 days from the date on which they received notice of their suspension to submit written notice of their intention to appeal, along with detailed reasons for the appeal to the OMHA. If the Appellant wishes to appeal the decision, he/she may do so following the OMHA Appeals Committees/Board process as outlined in the OMHA Manual of Operations.

A police record check produced for the current season will serve the purpose of this Policy given the "NOTE" to notify the PHA Risk Management Officer of any change in status. If there are any questions or concerns in regard to the above or you require further information, please contact:

John Ogrodnik
Risk Management Officer
Peterborough Hockey Association