



Background Verification / Criminal Record Check Policy



Chestermere Minor Hockey requires background screening (also known as a Criminal Record Check) of individuals involved in hockey who hold positions of trust including Coaches, Managers and Trainers. The requirement is designed with the safety of all participants in mind.

A new Criminal Record Check is required every three seasons.

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1. Background Screening Process:

- i. **Criminal Record Checks** may be requested online or by attending an RCMP Detachment directly: <https://www.rcmp-grc.gc.ca/en/criminal-record-checks>.
- ii. **Volunteer Letters:** Please ensure that you have a copy of your CMHA Volunteer Letter so that the cost of the CRC check is waived. If you do not have a volunteer letter, please connect with your Manager or Division Coordinator.
- iii. Email a **digital copy** of your completed Criminal Record Check (PDF, JPEG, PNG, etc) to the CMHA Risk Management and Human Resources Board Delegates. Ensure that you modify the Subject Line to include your full name for easy reference.
- iv. Each official, once accepted, is **obliged to inform** CMHA Risk Management and CMHA Human Resources if s/he is charged, or convicted of any offence that has been listed in this policy while they hold a position in CMHA.

2. A Positive Check on Criminal Record

When a positive check appears on a criminal record, a CMHA Board representative will contact the official to seek additional information. The official will have 21 days to dispute or clarify any information, or withdraw the application where no subsequent action will be taken. Applicants may be rejected as a result of other information gained through the criminal record check process or through the screening process, or as a consequence of other factors.

Under this policy, the applicant has the right to know why s/he is being refused, and may appeal in writing the rejection of his/her application to the CMHA Risk Manager or CMHA Human Resources Board Member.

3. Unacceptable Convictions

Applicants with the following Criminal Code convictions (or who do not have a clear vulnerable sector check) will not be considered for any position of trust.

- Sexual Assault (in the past 10 years)
- Assault on a child (child abuse)
- Any sexual offence that involves a victim under the age of 18
- Trafficking in illegal substances

4. Discretionary Convictions

Applicants with Criminal Code convictions on their criminal record check that are dated within five years of the application date and/or a criminal record conviction of certain offences may not be accepted for positions of trust. These offences include but are not limited to the following:

- Driving convictions (Criminal Negligence, Impaired Driving, Driving with B/A Over .08, etc)
- Drug offence convictions
- Convictions of violent offences (Assault, Robbery, etc.)
- Any physical assault involving family violence.
- Property offence convictions (Fraud, Theft, etc.) Only to be considered if the position applied for involves the control of assets or finances of CMHA.
- Criminal Charges

Applicants charged with certain offences may not be permitted to obtain or remain in positions of trust. These offences include but are not limited to the following:

- Driving charges (Criminal Negligence, Impaired Driving, Driving with B/A Over .08, etc)
- Drug offences
- Charges of sexual assault or violent offences (Assault, Robbery, etc.)
- Any physical assault involving family violence.
- Property offence convictions (Fraud, Theft, etc.) Only to be considered if the position applied for involves the control of assets of the organization or in control of finances.
- Assault on a child (child abuse)
- Any sexual offence that involves a victim under the age of 18
- Trafficking in illegal substances



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5. APPEALS

If an individual disagrees with a decision by Hockey Alberta that the results of the Background Screening disqualify the individual from holding a position of trust, the individual has the right to appeal the decision. The appeal must be submitted in writing within seven days of receipt of the decision. The appeal will be heard within 30 days by a committee comprised of Risk Management, Human Resources and the CMHA President. The rationale for the decision must be made available to the committee prior to the meeting. Members and appeal committee members may attend the meeting in person or over the phone as the situation requires.

At the appeal meeting the appeal committee shall consider the following:

- Errors or omissions in the information submitted to the local police service
- Length of time since offence(s)
- Did the offense(s) involve children and/or sexual and/or violent and/or acts of dishonesty
Could the offense(s) committed lead to the public and/or Hockey Alberta to conclude that the safety and security of participants is threatened by the ongoing participation of the member.

6. Document Retention

Personal information will be retained only as long as necessary for the fulfillment of identified purposes, and in keeping with the disposition schedules set by federal and provincial authorities. Personal information that has been used to make a decision about an individual shall be retained long enough to allow the individual access to the information after the decision has been made. Personal information that is no longer required to fulfil the identified purpose will be destroyed, erased, or made anonymous.

Police Information Check with the Vulnerable Sector Search for the Chestermere Minor Hockey Association and for those who are not currently members of the Chestermere Minor Hockey Association will be retained until the conclusion of the season in which the CRC was provided.

The negative result will stay on file for 3 seasons post which volunteers will be required to re-submit an updated Police Information Check with the Vulnerable Sector Search.

Effective From	Policy Version	Author	Approved By	Nature of Changes
October 18, 2021	1	HR	CMHA Board	New
January 24, 2022	2	HR	CMHA Board	Document Retention



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