



## Newmarket Minor Hockey Association

### Police Vulnerable Sector Screening Policy

Newmarket Minor Hockey Association accepts its significant responsibilities to its vulnerable members.

This Association owes a duty of care to its members, to staff and to the community. Acceptance of this duty will be reflected in all Association programs, services, and activities, as well as in its policies and procedures.

Newmarket Minor Hockey Association recognizes that some of the positions in the Association are of significant trust. People applying for and undertaking positions of trust will be subject to more intense initial and ongoing screening and supervision than individuals in placements, which are not positions of trust.

Newmarket Minor Hockey Association will not discriminate against any person based on these grounds (age, race, sex, marital status, etc.) unless there is a bona fide reason related essentially and explicitly to the position being applied for and will do so with due consideration for the need to accommodate applicants where possible.

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 a direct service position with vulnerable members. 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 a direct service position.**

- 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 (except for Unsafe Storage)

**Applicants may be rejected because of other information gained during the police vulnerable sector check process or through the screening process, or because of other factors. If a volunteer is deemed ineligible, they will be notified by letter or email of their ineligibility and will be immediately removed from their position within the association. Under this policy, 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 Newmarket Minor Hockey Association, applicants will be required to submit a **Police Vulnerable Sector Check that is not older than six months from date of submission**. PVSC screening letters will be valid for a period of three years from date of letter, expiring May 1st of the third year as per Hockey Canada regulations. Any individual that is away more than one year from the association is required to complete a new police check. Every three years following the initial check, to continue to maintain a volunteer position with NMHA it is mandatory that one complete a new Police Vulnerable Sector Check.

All volunteers are required to apply for their own PVSC and will be responsible to pay the applicable volunteer fee as set by YRP. Application form and instructions on how to obtain a PVSC letter can be obtained by visiting the YRP website @ [www.yrp.ca](http://www.yrp.ca). You can apply online (method preferred) or in person. You will also need a letter from NMHA stating that you are a non-paid volunteer which you will need to submit at the same time along with your application form. With this association letter you will be charged the volunteer fee for your clearance letter and additional fees associated with submitting fingerprints will be waived. You can download this letter from our website.

Volunteers who do not live in York Region will be required to obtain a PVSC from the jurisdiction in which they live.

Each applicant will receive a response letter from the Police, either a hard copy or an electronic police check with a QR code. If your reply is a hard copy, the original letter with the YRP embossed crest must be submitted to the NMHA office for this process to be complete and the applicant approved. Photocopies are not acceptable; we suggest that you make a copy for your records as this letter will not be returned. If an electronic reply is received, submit copy of letter with QR code to the NMHA office. Response letter should be placed in an envelope marked PVSC and the individual's name placed on the front of the envelope and submitted to the hockey office. Only approved applicants will be considered for a team official position on an OMHA roster or a volunteer position requiring police screening with NMHA. Letter is kept by NMHA and filed at our lawyer's office.

Police Vulnerable Sector checks completed for another organization will be accepted if they are no more than 6 months old and the original copy is submitted.

It should be noted that every volunteer once accepted is obliged to inform the NMHA office 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.