



Newmarket Minor Hockey Association

Policy On Volunteers and Members with Criminal Records

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

This Association owes a duty of care to its clients, 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 on the basis of 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 certain positions in the Association, a Vulnerable Sector Screening will be required.

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 clients. These offences include, but are not limited to the following:

Five years or more recent:

- Outstanding convictions or charges pending for criminal driving offences, including but not limited to impaired driving.
- Outstanding convictions or charges pending for drug offences under the CDSA or its predecessor.
- Outstanding convictions or charges pending for any violent offence, whether or not it involved weapons.

Individuals with outstanding *Criminal Code* convictions or charges pending for the following offences will not be considered for a direct service position.

- Physical or Sexual Assault
- Sexual exploitation
- Sexual interference
- Invitation to sexual touching
- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
- Indictable criminal offences for child abuse
- Any Fraud related convictions

Applicants may be rejected as a result of other information gained during the vulnerable sector screening process or through the screening process as a whole, or as a consequence of other factors. 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, as a coach, team official, convenor or on ice volunteer, applicants will be required to complete a **Vulnerable Sector Screening**. Only Vulnerable Sector Screening letters obtained within four months or more recent of the application date will be accepted and will be valid for a period of three years from date of letter, expiring August 31st of the third year.

All volunteers are required to apply for their own Vulnerable Sector Screening to the York Regional Police Department for processing. To obtain an application form one can print it from our website at www.nmha.on.ca by clicking on the “Police Screening” tab on bottom of home page or you can obtain a form and complete it when attending one of the YRP Customer Service locations.

Each applicant **MUST BRING THIS FORM IN PERSON** to one of the two locations indicated on the form. The police are now obligated to make a visual identification of each applicant, **NO EXCEPTIONS**. The person will need to show two pieces of identification, one being photo ID such as a driver’s license.

Each applicant will be responsible to pay the applicable volunteer fee as noted on the application form when they submit their form to the Police (certified cheque or money order made payable to the York Regional Police, Visa, MasterCard, debit card or cash).

Each applicant will receive a response letter from the Police. The original reply with the bottom right hand corner embossed with the YRP crest must be submitted to the NMHA office in order for this process to be complete and for the applicant to be approved. Only approved applicants will be considered as a team official on an OMHA roster or an on ice volunteer. Only the original letter will be accepted and will be kept by NMHA. The response letter should be placed in a sealed envelope marked Vulnerable Sector Screening with the individual’s name and volunteer position and submitted to the hockey office.

It should be noted that every volunteer once accepted, is obliged to inform the appropriate Association Executive if he or she is charged, tried or convicted of any offence under the Criminal Code or under other provincial or federal statutes, if that offence is relative to a position of trust held by the individual.

Failure to submit an original VSS letter will result in the removal or rejection for the position applied for.