

Hockey NL SCREENING POLICY



Screening Policy

Hockey NL SCREENING POLICY

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PART 1 - PURPOSE

1. **Hockey NL** understands that it is responsible for taking all reasonable steps and precautions to provide participants including Players; Coaches; Spectators and On and Off Ice Officials with a sporting environment that is safe, including an environment that is free from abuse and/or harassment.
2. Creating a safe sporting environment involves the investment of financial and human resources to provide ongoing professional development to coaches, trainers, managers, and association directors to ensure they are properly trained to deliver programs to our players.
3. It is also critical that Hockey NL, in conjunction with Hockey Canada, continue to develop new programs and policies to enhance the game of hockey and protect the Membership and to disseminate this information.
4. As a step in fulfilling that responsibility, **Hockey NL** has put in place a comprehensive application and screening process for its programming, which is described in detail below. The purpose of screening is to identify individuals seeking to become involved in **Hockey NL** led activities who may pose a risk to Registered Participants or otherwise are not aligned with the organization's values.
5. **Hockey NL** is also committed to working closely with its **Members** in creating safe environments at the local level. This Policy describes core minimum screening requirements that all **Members** must have in place.

PART 2 - DEFINITIONS

6. The below terms will have the following meanings for the purpose of this Policy:
 - a. "Criminal Records Check (CRC)" - A screening tool that indicates whether an individual has a conviction under the Criminal Code of Canada for which a record suspension has not been granted and provides the applicant with the detailed information that can be legally disclosed.
 - b. "Driver's Abstract" – A screening tool that provides information about a driver and their driving history which may outline any impaired driving charges, convictions, suspensions, and prohibitions, and the status of the driver's license.
 - c. "Employee" - A person on active payroll with **Hockey NL**. This includes full-time, parttime, contract and term employees, students and interns but does not include those who only receive honorariums or are only entitled to reimbursement of their expenses for the services they provide to **Hockey NL**.
 - d. "Flagged Screening Applications" – An application where a negative indicator was detected or published on one or more of the tools used to screen the individual. A person with a Flagged Screening Application is ineligible, pending a review and final decision, to serve in the desired role.
 - e. "Hockey Canada Registry (HCR)" – The electronic platform for managing all Hockey Canada participant registration.
 - f. "International Criminal Record Checks" – A screening tool that searches police databases of a candidate's previous or current country of residence outside of Canada.

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- g. “Local and National Police Information Check” – A screening tool that includes a search of local police information (LPI) and the RCMP National Repository of Criminal Records (CRC) to determine whether the individual has a criminal conviction for which a pardon has not been granted and whether select non-conviction information may be relevant to the screening process. This search also includes charges, warrants, peace bonds, prohibition orders, release conditions, probation orders, and recent convictions not registered in the national repository.
- h. “Local Police Information Check (LPI)” – A search of local police databases to determine whether the individual has a history with local police.
- i. “Members” – Voting members and Non-Voting members of Hockey NL.
- j. “Minor” - Means an individual who is under the age of **19** years old.
- k. “Police Record Check” – All encompassing term that includes the various screening services provided by police agencies.
- l. “Policy” - This Screening Policy.
- m. “Position of Authority” - A position occupied by an individual who, by virtue of that position is able to exercise significant influence over another person and includes, without limitation, a coach, official, manager, support personnel, chaperone, committee member, director, or officer.
- n. “Registered Participant” - All categories of individual members and/or registrants of **Hockey NL** (which include, but are not limited to, players, coaches, officials, team managers, administrators, instructors, employees, committee members, and board members) who are subject to the policies or codes of conduct of **Hockey NL**.
- o. “Screened Roles” – All positions within **Hockey NL** who are required to pass the screening process applicable to them, as identified in this Policy. Within **Hockey NL**, the following positions have been deemed to be Screened Roles:
 - i Level 1 (Low Risk) – Volunteers without access to the field of play and those with administrative roles at events;
 - ii Level 2 (High Risk) – Volunteers and/or Employees who will have access to Minors, Vulnerable Persons and/or the field of play at events; Members of the Board of Directors; and Members of **Hockey NL** committees, task teams, and work groups
- p. “Screening and Eligibility Committee” – A committee comprised of no fewer than three (3) individuals to be appointed by **Hockey NL** which will be responsible for reviewing Flagged Screening Applications making decisions, in consultation with the Hockey NLs Executive Director, regarding the appropriateness of individuals filling roles within **Hockey NL**.
- q. “Vulnerable Person” – A person who, because of their age, a disability, or other circumstances, whether temporary or permanent, is in a position of dependency on others, or is otherwise at a greater risk than the general population of being harmed by a person in a Position of Authority.
- r. “Vulnerable Sector Check (VSC)” – A screening tool for individuals who are working in a vulnerable sector (such as with Minors or Vulnerable Persons), which verifies the existence of criminal records, as well as record suspensions (formerly pardons) for sex-based offences, non-conviction information, and charges related to the predation of a child or other vulnerable person. A VSC is comprised of a Criminal Records Check, a Local Police

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Check/Information, and a search for sexual offences listed in Schedule 1 of the Criminal Records Act subject to a record suspension, formerly known as a pardon.

PART 3 - SCOPE

7. Individuals who are applying or are under consideration to serve in a Screened Role are required to follow the requirements set out in this Policy.
8. Third party service providers must provide written confirmation satisfactory to **Hockey NL** that anyone within their organization who is likely to interact with one or more Registered Participants has been properly screened by the third party including, at a minimum, having provided the third party with a clear Police Record Check.

PART 4 – CATEGORY OF PARTICIPATION RISK ASSESSMENT

9. Screening is conducted to address various risk factors associated with **Hockey NL** and its programming including access to Minors or Vulnerable Persons; access to confidential and sensitive information; opportunity to speak on behalf of the organization to media; and the handling of money.
10. A Screened Role is evaluated in terms of risk and, when the position is being filled, applicants will be subject to the screening requirements outlined for that level of risk.

PART 5 - SCREENING REQUIREMENTS

11. Level 1 (Low Risk) individuals must:
 - a. As of the start of the 2027-28 season, complete
 - i. A Personal Information/Application Form (Appendix B). A new application form must be completed and submitted with every new role with the organization through the Hockey Canada Registry (HCR) and
 - ii. A History of Conduct Screening Disclosure form (Appendix C).
 - b. Participate in education, training, or orientation, where deemed necessary by **Hockey NL**.
 - c. A screening renewal form (Appendix D) must be completed and received annually through the Hockey Canada Registry (HCR)
 - d. Individuals may use the current application for membership form for the 2026-2027 season or the new personal Information/Application Form, as described in 10 a i, when available in the 2026-2027 season.
12. Unless specifically required by **Hockey NL**, Level 1 individuals do not require a PRC or a VSC.
13. Level 2 (High Risk) individuals should be interviewed for positions and appointment is contingent upon:
 - a. As of the start of the 2027-28 season, complete:
 - i. Personal Information/Application Form (Appendix B) A new application form must be completed and submitted with every new role with the organization through the Hockey Canada Registry (HCR). Individuals may use the current application for membership form

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for the 2026-2027 season or the new personal Information/Application Form, as described, when available in the 2026-2027 season.

- ii. History of Conduct Screening Disclosure Form (Appendix C).
 - iii. Consent for Criminal Record Search for a Sexual Offence for which a Pardon has been granted (Appendix E); and
 - iv. Consent to Disclosure of Record and appropriate Letter of Certificate of Conduct (Appendix F);
 - v. Vulnerable Sector Check (Appendix G) will be valid for three (3) years and will need to be renewed thereafter;
 - vi. An International Criminal Record Check if they have lived outside of Canada for any period of time as an adult. International Criminal Record Checks will be valid for three (3) years and will need to be renewed thereafter if the individual being screened has lived outside of Canada since the previous International Criminal Record Check.
 - vii. Individuals applying for a Screened Role at Level 2 who have not resided in Canada for at least five (5) years at the date of their application must obtain the equivalent of a Vulnerable Sector Check from any country where they have spent 183 days or more within the last five (5) years, prior to their arrival to Canada. If any of those documents are in a language other than English or French, the documents should be provided along with a translation from a certified translator.
 - viii. Provide a Driver's Abstract, if requested given the Screened Role.
 - ix. Provide two references related to the position and/or participate in an interview, if requested, given the Screened Role (reference letter template Appendix E).
 - b. Participate in orientation, education and/or training as determined by **Hockey NL**. The frequency of education and any re-training will be determined by **Hockey NL** and will be dependent on the Screened Role.
 - c. A screening renewal form (Appendix D) must be completed and received through the Hockey Canada Registry (HCR) annually while the VSC submitted on the initial application if valid.
 - d. Upon the expiration of the VSC submitted with the original application (every three years) the applicant shall submit a new application pursuant to section a(i) through (viii).
14. **Hockey NL** may request that an individual (including a Registered Participant who does not hold a Screened Role) provide any of the above documents or screens at any time. Any such request will be in writing. Further, **Hockey NL** has the authority to modify a Registered Participant's eligibility to participate in sanctioned hockey while the results of a screening process triggered pursuant to this section are pending.
- a. Any individual holding a Screened Role who experiences a change in their circumstances that would alter their original responses on their screening disclosure form, including being charged with a criminal offence or being subject to other criminal sanctions must immediately report this to **complaints@hockeynl.ca**. For clarity, a non-exhaustive list of criminal offences or sanctions which give rise to a self-reporting requirement and implications can be found in Appendix J.

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15. Where an individual is unsure whether a criminal offence is relevant to their Screened Role, they should inquire with **complaints@hockeynl.ca** for further guidance.
16. If an individual intentionally falsifies or intentionally provides misleading information, the applicant will immediately be removed from their position and may be subject to further discipline in accordance with **Hockey NL's** policies. Further, **Hockey NL** has the authority to modify a Registered Participant's eligibility to participate in sanctioned hockey while the results of any screening process triggered pursuant to this policy are pending.

PART 6 – SCREENING OF MINORS

17. When screening Minors, **Hockey NL** will not require the Minor to obtain a Police Record Check but will require the other requirements outlined in Part 5.

PART 7 – PROCEDURE

18. Local Members will provide Applicants with signed forms. The Applicant must complete side one of the Criminal Record Check Form and take it to the local RNC or RCMP nearest their place of residence. The Applicant must provide two pieces of identification one of which is picture ID. Once completed the Applicant shall forward the form in a sealed envelop marked Private and Confidential to the association president or Delegate.
19. The Local Association must track all Applicant provided with forms, collect all completed forms and submit them to Hockey NL branch office attention Risk Management Screening Committee.
20. Individuals applying for Screened Roles must submit the screening documents indicated in Part 5, according to the category in which they fall, to **Hockey NL**. Any information submitted shall be subject to **Hockey NL's** policies and practices regarding private and/or confidential information, as applicable, will only be viewed on a need-to-know basis, and will be protected in accordance with the relevant and applicable privacy legislation.
21. Copies of these applications for all applicants shall remain on permanent files with **Hockey NL**.
22. An individual who refuses or fails to provide the necessary screening documents, makes an incomplete application, will be ineligible for the Screened Role. The individual will be informed by the Risk Manager that their application and/or position will not proceed until such time as the necessary screening documents are submitted.
23. **Hockey NL** understands that there may be delays in receiving the results of a Police Record Check, including a VSC. At its discretion, the organization may permit the individual to participate in the role with or without restrictions during the delay, provided that the individual demonstrates that they have initiated the Police Record Check or VSC application process. This permission may be withdrawn at any time and for any reason. All other aspects of the screening process must be completed prior to the time that the individual begins the role they are being screened for.

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24. **Hockey NL** recognizes that different information will be available depending on the type of screening document that the individual has submitted. For example, a Local and National Police Information Check may show details of a specific offense, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared.' **Hockey NL** will use its expertise and discretion when making decisions based on the screening documents that have been submitted.
25. VSCs, Local Police Checks/Information, and Criminal Records Checks completed for another employer/organization will be accepted if they are no more than 12 months old and an original copy is available.
26. If the Criminal Record Check indicates that there may or may not be a criminal record in existence the applicant is required to go to the local police or the RCMP to provide fingerprints and have the documentation returned marked Private and Confidential to the Hockey NL branch office to the attention of the Risk Management Screening Committee. There may be a fee for this service. Applicants are asked to submit a written statement outlining the nature of the charges, the sentence, and the date of the sentence.
27. A local police agency or service may decline to perform a VSC because it concludes that an individual applying for a Screened Role does not meet the criteria of actively being in positions of trust or authority under the auspices of the Criminal Records Act. If the local police agency or service refuses to do the VSC, proof of denial must be sent in writing to **thobbs@hockeynl.ca** if provided by the local police agency.
28. **Hockey NL** will not reimburse individuals for the direct costs (e.g., VSC cost at local police station) of completing screening requirements nor will **Hockey NL** compensate individuals for their time spent completing screening requirements.

PART 8 –SCREENING AND ELIGIBILITY COMMITTEE

29. The Screening and Eligibility Committee will be comprised of the Chair of Risk Management, Risk Manager and two other members appointed by the Board.
30. The Screening and Eligibility Committee will carry out its duties in accordance with the terms of this Policy.
31. The Screening and Eligibility Committee is responsible for reviewing all Flagged Screening applications including all documents submitted with a screening application and based on the review, making a determination based on the screening policy, including the process chart to help determine whether the individual applying for a Screened Role poses a risk or is appropriate for the Screened Role.
32. Where an individual in a screened Role is charged with an offense the Screening and Eligibility Committee is responsible for reviewing information obtained and based on the review, making a determination based on the screening policy including the process chart in relating to the

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appropriateness of individuals filling Screened Roles or if other appropriate sanctions and/or outcomes are warranted.

33. In determining whether any convictions and/or charges are relevant to the position, **Hockey NL** may gather information by any means it deems appropriate which may include, without limitation, a telephone or personal interview with the individual and/or other persons or agencies.
34. In carrying out its duties, the Screening and Eligibility Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.
35. In this review, one of the four outcomes will be determined by the Screening and Eligibility Committee wherein the Applicant may:
 - a. Perform their role with no further requirements;
 - b. Perform their role with specific adaptations or requirements;
 - c. Be required to perform other requirements before being permitted to perform their role;
 - d. Be deemed ineligible to fulfill the role.
36. If the Screening and Eligibility Committee is divided in its determination, the Executive Director will have the final decision.
37. Where applicants who have not been approved for membership or are subject to subject to interventions under 34 b, c or d , the Risk Manager for Hockey NL will notify the applicant as well as the local Association President and the Chair of the Appropriate Hockey NL Council if appropriate. All specific information of the Criminal Record Check is strictly confidential.

PART 9 - APPEAL HEARING PROCESS

38. If an applicant is deemed ineligible based on a specific offence contained within the submission or as a result of a charge or conviction, the Applicant will be given the opportunity to request a review of the Screening and Eligibility Committee's decision by forward a letter of consideration to the Screening and Eligibility Committee of **Hockey NL** requesting special dispensation from the application of the Screening Policy.
39. **Hockey NL** Screening and Eligibility Committee will determine the eligibility for a hearing, and the Risk Manager will communicate their decision directly to the applicant in writing.
40. If the applicant is granted a hearing **Hockey NL** will arrange a hearing and notify the Applicant of the date, time, and location of the hearing at least 5 business days prior to its commencement.
41. If a hearing is deemed appropriate documents must be submitted to **Hockey NL** prior to the hearing date at the Applicant's expense. Required documents may include, but are not limited to:
 - a. Hearing fee of \$150.00
 - b. Police reports
 - c. Court records

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- d. Probation and/or parole orders
 - e. Release documents.
42. In the event the Applicant does not appear at the hearing, the hearing will be dismissed, the participant will be notified, and the ineligibility will remain in effect pending a new hearing at the expense of the Applicant that results in a decision.
43. At the conclusion of the Hearing the panel will render its decision in writing and forward to the **Hockey NL** Branch office. The Executive Director will inform the Applicant and the Association of the decision.

PART 10 – ORIENTATION, EDUCATION, TRAINING AND MONITORING

44. Whether or not orientation, training, and monitoring is applicable to a specific Screened Role will be determined by **Hockey NL**, at its absolute discretion.
45. Orientation, if held, may include, but is not limited to introductory presentations, facility tours, safe sport policy training, equipment demonstrations, parent/player meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.
46. Education and training, if held, may include, but is not limited to certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
47. At the conclusion of orientation and training, the individual may be required to acknowledge, in writing, that they have received and completed the orientation and training.
48. Monitoring, if deemed appropriate for a specific Screened Role, may include but is not limited to written or oral reports, observations, evaluations, tracking, and site visits.

PART 11 - THE RULE OF TWO

49. The Rule of Two states that there will always be two screened team officials in good standing when a player is present. This means that any one-on-one interaction between a screened team official and a player must take place within earshot and view of the second screened team official, except for medical emergencies.
50. Vulnerable situations can include closed door meetings, travel, and training environments amongst others. Clubs and associations must create and implement policies and procedures, in line with these requirements and in a sustainable, phased, and measurable process, that limits the instances where these situations are possible. Minors and Vulnerable Persons must not be in any situation where they are alone with a person in a Position of Authority without another screened adult or player present unless prior written permission is obtained from the player's parent or guardian.

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51. The Rule of Two should also be applied to interactions with Minors or Vulnerable Persons in virtual training environments. Additionally, for those Vulnerable Persons under age 16, a parent or guardian should be present during the session where possible.

PART 12 – PRIVACY

52. The collection, use and disclosure of any personal information pursuant to this Policy is subject to **Hockey NL's** policies and practices regarding private and/or confidential information. **Hockey NL** may not disclose information to any other person or organization, or any person within an organization unrelated to the screening process, and disclosure to any other such person constitute a breach of the Criminal Records Act. All information collected either electronic or hard copies will be secure in the branch office under password protection or lock and key.
53. Security safeguards will be implemented to ensure all personal information is protected from theft as well as unauthorized access, disclosure copying, use or modification thereof. The level of safeguards employed shall be directly related to the level of sensitivity of the personal information collected. Methods of protection and safeguards to be employed will include but in no way be limited to locked files, offices, and storage areas; need to know access as well as technological measures such as passwords and encryption.
54. The Executive Director of Hockey NL (or designate) will maintain records of all Hockey NL personnel and Hockey NL volunteers required to be certified in Shift Forward and Criminal Record Checks.
55. Hockey NL Members are required to maintain records of all Speak Out or Respect in Sport Activity Leader certified personnel within their jurisdiction and provide relevant statistical information to Hockey NL at the conclusion of each season.

Revision History

<i>Date</i>	<i>Version #</i>	<i>Change</i>
September 19, 2026	1.0	New



APPLICATION FOR MEMBERSHIP HOCKEY NL

To be distributed and returned by all Associations and Divisions

Applicant Name: _____

For membership in the _____ division of Hockey NL.

PRIVATE AND CONFIDENTIAL

To be viewed only by
Hockey NL Risk Management Screening Committee
PO Box 176
Grand Falls-Windsor, NL A2A 2J4

Application Form Components:

- ☐ PART 1: Personal Information
- ☐ PART 2: History of Conduct Form
- ☐ PART 3: Consent for Criminal Record Search (Pardon Granted or Issued)
- ☐ PART 4: Consent to Disclosure of Record

Application Package to be Submitted:

- ☐ Completed Application Form
- ☐ Letter or Certificate of Conduct and
- ☐ Registration Card

Acceptance is conditional upon the provision of accurate information in the Application Package, receipt of all components of the Application Package and any other references/certificates requested by HOCKEY NL.

**PART 1: Personal Information**

Legal Name of Applicant: _____

Prior Surname (if applicable) _____

Prior Full Name: _____

(where there has been a legal name change)

Date of Birth (yyyy/mm/dd): _____

Place of Birth: _____

Hockey Canada Registration No. _____

Driver License No. _____

Current Permanent Address: _____

Previous Addresses in last 10 yrs: _1. _____

_2. _____

_3. _____

Telephone Contacts:

Home: _____ Cell: _____ Work: _____

Volunteer positions currently held or held in the last ten (10) years.

Position: _____ Position: _____ Position: _____

Association: _____ Association: _____ Association: _____

Town/City: _____ Town/City: _____ Town/City: _____

Contact No. _____ Contact No. _____ Contact No. _____

I, _____, an Applicant for membership in Hockey Newfoundland and Labrador (**HOCKEY NL**), hereby permit HOCKEY NL to obtain references from your organization and authorize your organization to disclose reference information to HOCKEY NL, for the purposes of confirming my prior volunteer service and certify my conduct as a volunteer, and no other purpose.



Name of Applicant _____

Date _____

PART 2: History of Conduct

The Applicant must complete this portion of the Application and obtain a Letter of Conduct or Certificate of Conduct before an Application is processed.

*Please note that 10-14 days notice is necessary for the processing of a Letter of Conduct or Certificate of Conduct

1. Have you even been charged and found guilty of an offence under the Criminal Code of Canada or a criminal offense elsewhere?

☐ No

☐ Yes - if yes please complete information below:

Date of Conviction: _____

Type of Offence: _____

Province/State: _____

2. Are you, or have you even been party to a civil action in which you were named as a Defendant?

☐ No

☐ Yes – If yes please complete information below:

Date: _____

Nature of Action: _____

Province/State: _____

3. Are criminal charges, proceedings, investigations or sanctions including those from a sport governing body or an independent body (e.g., sport organization, Professional Order, Canada Centre for Ethics in Sport, private tribunal, governing agency, etc.), currently pending or threatened against you?

☐ No

☐ Yes – Hockey NL will contact you with respect to follow-up inquiries

4. Have you ever been disciplined or sanctioned, including remedial measures or agreeing to a settlement by or through a process administered by a sport governing body or an independent body (e.g. sport organization, Professional Order, Canada Centre for Ethics in Sport, private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position?

☐ No

☐ Yes – Hockey NL will contact you with respect to follow-up inquiries

I, _____, an Applicant for membership in Hockey Newfoundland and Labrador (**HOCKEY NL**), hereby grant authority to the Screening Committee of HOCKEY NL to make inquiry to any police, or other lawful authority, with regard to any of the matters set out herein, and I authorize all personnel contacted by HOCKEY NL to provide all information requested to the extent permitted by law, for the purposes of certifying my conduct, and no other purpose. By completing this Application, you represent and warrant that during your volunteer term you will pro-actively disclose any changes, including any charges or convictions.



Applicant _____

Date _____

PART 3: Consent for Criminal Record Search for a Sexual Offence for Which a Pardon Has Been Granted or Issued

Pursuant to the *Criminal Records Act of Canada*, R.S.C. 1985, c. C-47, and the *Criminal Records Regulations*, SOR 2000/303

This form is to be used by a person applying for a position with a person or organization responsible for the well-being of one or more children or vulnerable persons., if the position is a position of authority or trust relative to those children or vulnerable persons and the applicant wishes to consent to a search being made in criminal conviction records to determine if the applicant has been convicted of a sexual offence listed in the schedule to the Criminal Records Act and has been pardoned.

Identification of the Applicant

Full Name: _____

Date of Birth: _____ Place of Birth: _____ Gender: _____
yyyy/mm/dd male or femaleCurrent Address: _____ Previous Address: _____

Reason for the Consent

I am the applicant for a paid or volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons.

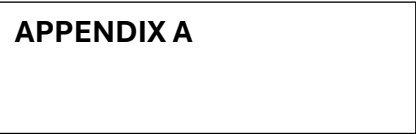
Description of position: _____

For Hockey Newfoundland and Labrador involving Minor Hockey Players.

Consent

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police (**RCMP**) as listed in the schedule to the *Criminal Records Act*.

I understand that if, as a result of giving this consent, a search discloses that there is a record of my conviction for one of the sexual offences listed in the schedule to the *Criminal Records Act*, in respect of which a pardon was granted or issued, that record shall be provided by the Commissioner of the RCMP to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.



PART 4: Consent to Disclosure of Record

This form is to be used by a person who has consented to a search being made in criminal conviction records by completing the form **Consent for Criminal Record Search for a Sexual Offence for Which a Pardon Has Been Granted or Issued (Part 3 of this Application)** and who wishes to consent to the disclosure of the information in that search to the person or organization that requested the search.

Identification of Person Consenting

Reason for the Consent

Description of position:_____

For Hockey Newfoundland and Labrador involving Minor Hockey Players.

Consent

I understand that as a result of giving this consent, that information will be disclosed by the police force or other authorized body to the person or organization, even though a pardon has been granted or issued for the offence.

Signature of Applicant

Hockey NL acknowledges that, if in receipt of information gathered under Part 4 pursuant to consent of the Applicant under the Criminal Records Act, it may not disclose such information to any other person or



APPENDIX A

organization, or any person within the organization unrelated to the screening process, and disclosure to any other such person constitutes a breach of the *Criminal Records Act* R.S.C. 1985, c. C-47.

Annual Screening Renewal Form

Legal Name of Applicant: _____

Prior Surname (if applicable): _____

Prior Full Name: _____

(where there has been a legal name change)

Date of Birth (yyyy/mm/dd): _____

Hockey Canada Registration No: _____

Driver License No: _____

Current Permanent Address: _____

EMAIL: _____

Note: Failure to disclose truthful information below may result in the loss of volunteer responsibilities or other privileges and may also be pursued as a disciplinary offence that could result in the imposition of sanctions.

By signing this document below, I certify that there have been no changes to my criminal record since I last submitted a Police Record Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to **HOCKEY NL**. I further certify that there are no outstanding charges and warrants, judicial orders, peace bonds, probation or prohibition orders, or applicable non-conviction information, and there have been no absolute and conditional discharges.

Additionally, I certify that there have not been and there are not currently any proceedings, investigations or sanctions, including those from a sport governing body or an independent body (e.g., sport organization, Professional Order, Canada Centre for Ethics in Sport, private tribunal, government agency, etc.), pending or threatened against me.

I confirm that any Police Record Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I would obtain or submit on the date indicated below would be no different than the last Police Record Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I submitted to **HOCKEY NL**. I understand that if there have been any changes, or if I suspect that there have been any changes, it is my responsibility to obtain and submit a new Police Record Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to **HOCKEY NL** Screening and Eligibility Committee instead of this form.

I recognize that if there have been changes to the results available from the Police Record Check and/or Vulnerable Sector Check and/or Screening Disclosure Form, and that if I submit this form improperly, then I am subject to disciplinary action and/or the removal of volunteer responsibilities or other privileges at the discretion of the **HOCKEY NL** Screening and Eligibility Committee.

SIGNATURE: _____

DATE: _____

Name (print): _____

Appendix C – EXAMPLE OF REFERENCE LETTERS SAMPLE

To Whom It May Concern:

I am writing in reference to _____ [Applicant] and their screening application with **MEMBER ASSOCIATION OR HOCKEY NL**.

I have known _____ [Applicant] for ____ years as their _____
[Enter your relationship, such as “employee”, “friend”, “colleague”, etc.).

During my relationship with _____ [Applicant] I have experienced an individual who:

(Example: Who acts with honesty and integrity, respects the rights, dignity, and worth of all individuals and is worthy of being an ambassador of **MEMBER**.)

I believe that _____ [Applicant] embodies the following True Sport Principles of
Please check boxes as applicable):

Go For It

Play Fair

Include Everyone

Respect Others

Give Back

Keep It Fun

Stay Healthy

I would or would not (Circle one) recommend _____ [Applicant] for the role of
_____ for **MEMBER**, without reservation. (Example: official, coach, volunteer)
Additionally, I would like to add the following:

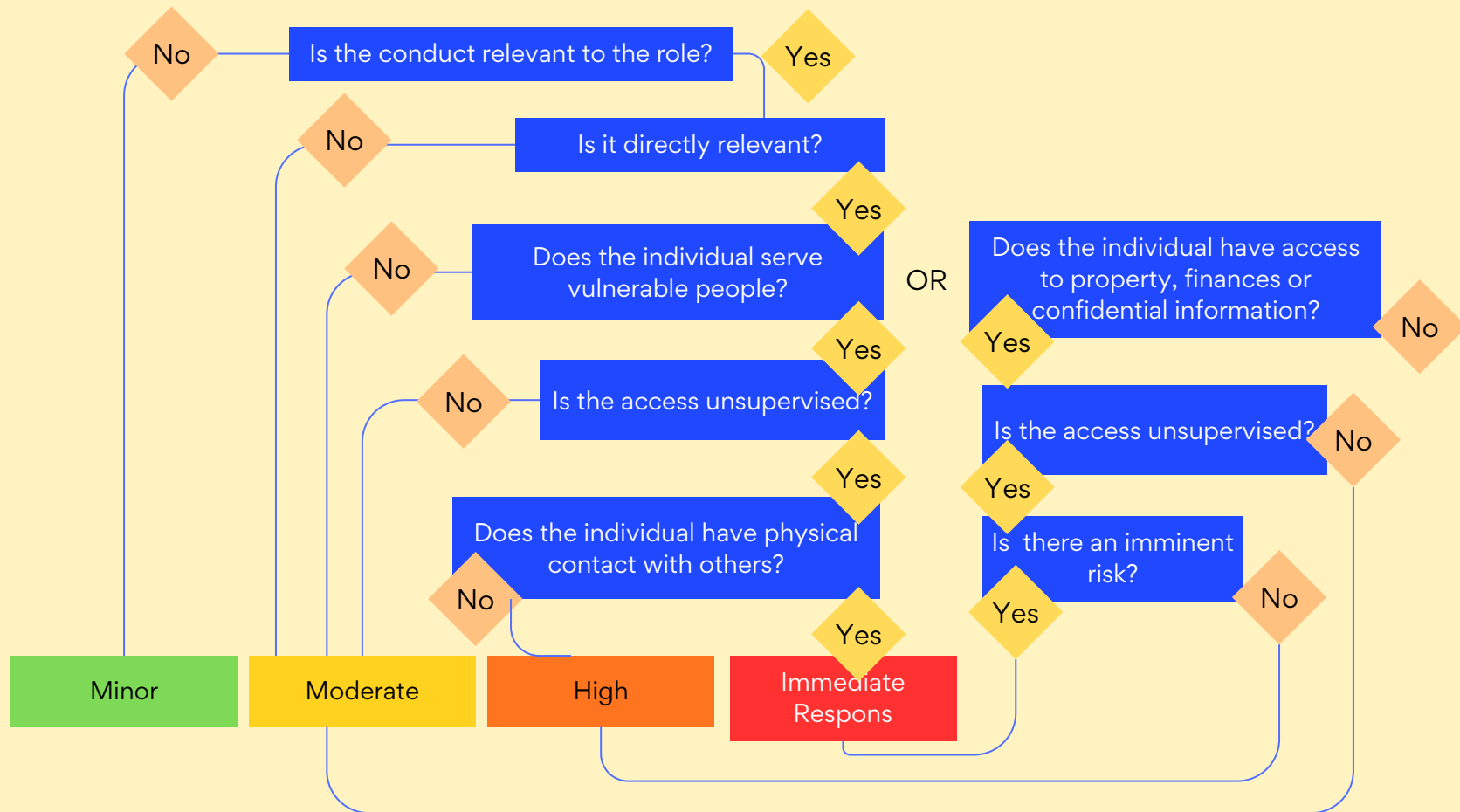
Date: _____

Name printed: _____ Name signed: _____

Appendix D: Summary of Screening Requirements

Requirement	Level	Level 1	Level 2	Level 3	Minors
Application Form part 1 and 2		√	√	√	√
Application Form Part 3 and 4				√	
CRC		If deemed necessary	√	√	
International CRC		If CRC is necessary and have lived outside Canada as an adult	If lived outside Canada as an adult	If lived outside Canada as an adult	
VSC				√	
International VSC				If have not resided in Canada for at least 5 years	
Participate in Orientation or Training		If deemed necessary	If deemed necessary	As determined by Hockey NL	If deemed necessary
Driver's Abstract			If deemed necessary	If deemed necessary	
Reference Letters			If deemed necessary	If deemed necessary	If deemed necessary
Annual Renewal Form:		√	√	√	√
Reapplication Period			Every 3 years	Every 3 years	Once they are 19

Risk Assessment Tool



Appendix F: List of Reportable Charges

The Following is a non-exhaustive list of offences that would give rise to the self reporting requirements in this policy:

- a. the Applicant being ineligible to hold any position with Hockey NL, a Member, hockey league, hockey club, or Minor/Female Hockey Association:
 - i. Sexual assault;
 - ii. Sexual exploitation;
 - iii. Invitation to sexual touching;
 - iv. Indecent acts and/or exposure;
 - v. Making, distributing, possessing or sale of child pornography;
 - vi. Any indictable criminal offences for child abuse;
 - vii. Luring a child;
 - viii. Voyeurism;
 - ix. Any offence for trafficking and/or importing and/or possession for the purpose of trafficking of any drugs and/or narcotics;
 - x. Any production of a substance as defined in the *Controlled Drugs and Substances Act*;
 - xi. Any indictable criminal code offences such as murder, manslaughter, incest, abduction, extortion, perjury, bribery and influencing, explosive substance offences, arson related offences, counterfeiting, and conspiracy;
 - xii. Assault with a weapon;
 - xiii. Assault causing bodily harm;
 - xiv. Aggravated assault;
 - xv. Any current prohibitions or probation orders forbidding the individual from having contact with children under the age of 14;
 - xvi. Robbery;
 - xvii. Any other offences pertaining to violence, whether or not involving weapons;
 - xviii. Any indictable criminal offence related to impaired driving and/or care and control and/or driving over 80 milligrams;
 - xix. Any firearm related offences.
- b. The member being deemed ineligible for membership in Hockey NL, a Member, hockey league, hockey club, or Minor/Female Hockey Association for a period of ten years from the expiration of the penalty imposed by the courts. The Applicant is eligible to apply for a hearing after this time;
 - i. Assault with a weapon
 - ii. Assault causing bodily harm
 - iii. Aggravated assault
 - iv. Any current prohibitions or probation orders forbidding the individual from having contact with children under the age of 14
 - v. Robbery
 - vi. Any other offences pertaining to violence, whether or not involving weapons
 - vii. Any other indictable criminal code offences related to impaired driving and/or care and control.
- c. The member being deemed ineligible for membership in Hockey NL, a Member, hockey league, hockey club, or Minor/Female Hockey Association for a period of three years from the expiration of the penalty imposed by the courts;
 - i. Assault
 - ii. Threatening

Appendix F: List of Reportable Charges

- iii. Any possession of a substance as defined in the *Controlled Drugs and Substances Act*
- iv. Theft/Fraud or related offences (applicable to a person in a position of trust of finances)
- v. Convictions pertaining to illegal substances, other than for manufacture, distribution, and/or trafficking
- vi. Firearm related offences (other than use of a firearm in the commission of an offence)
- vii. Indictable Criminal Code offenses such as break and enter, mischief, resisting and obstruction offences, dangerous driving, flight from police offences, failure to remain offences, criminal harassment and breaching orders and failing to comply offences)
- viii. Multiple (non-indictable) offences for impaired driving:
 - Two or more offences within 10 years will be deemed ineligible
 - Once they show one offence in the past ten years, they may apply for a hearing for reinstatement (offences are deemed to expire ten years from the expiration of the penalty imposed by the courts).