

## **Policy 2 – Police Record Check (PRC)**



**Applies To:** All CMHA Executives, team staff members, administrative coordinators, and on-ice volunteers.

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### **Purpose**

To ensure a safe and secure environment for all participants, particularly youth by mandating appropriate background screening for all individuals placed in positions of trust within the Clarington Minor Hockey Association (CMHA).

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### **Section 1 – Screening Obligation**

1.1 CMHA recognizes that many volunteer and staff positions involve significant trust. Those in such roles are subject to intensive initial and ongoing screening and supervision.

### **Section 2 – Definition of PRC**

2.1 For the purposes of this policy, a Police Record Check (PRC) includes a Criminal Record Check and Vulnerable Sector Screening.

### **Section 3 – Mandatory Compliance**

3.1 All rostered team staff must submit a Team Staff Declaration Form to the GM of Hockey Operations prior to rostering.

3.2 All CMHA Executives must submit a CMHA Criminal Declaration Form to the President or Vice President annually.

### **Section 4 – Screening Review & Risk**

4.1 Any applicant with prior criminal convictions or pending charges will be reviewed by the OHF for suitability. Anyone in roles such as team official (coach, trainer, manager), on-ice official, board member, staff, or volunteers working with children must submit both a Criminal Record Check (CRC) and a Vulnerable Sector Screening (VSS) if over 18. These are required before participation and must be updated regularly.

4.2 Even if the OHF makes an exception, the CMHA still reserves the right to reject any applicant based on information uncovered through the PRC or general screening.

## **Section 5 – Right to Appeal**

5.1 Individuals may appeal a denial in writing to the CMHA Executive Board. Applicants will be informed of the reason for refusal.

## **Section 6 – Ongoing Duty to Disclose**

6.1 Any current volunteer or staff member who is charged, tried, or convicted of an offence under the Criminal Code (or other applicable legislation) must immediately notify the GM of Hockey Operations and CMHA President.

6.2 Failure to disclose may result in immediate dismissal or suspension.

## **Section 7 – Confidentiality & Data Handling**

7.1 All personal screening information will be handled in accordance with the CMHA Privacy Policy.

7.2 Records are securely stored and only accessible to designated screening officials.

## **Section 8 – PRC Renewal Timelines**

8.1 PRCs must be dated within the past 60 days at the time of submission.

8.2 A new PRC is required every two years unless otherwise specified by OMHA or OHF.