Domestic and Hosted IIHF Events

Volunteer Screening Recommendations for Host Committees

Purpose

Hockey Canada understands that screening event volunteers is a vital part of providing a safe sporting environment. Hockey Canada is responsible, by law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities, and events. The purpose of screening is to identify individuals involved with the Organization's activities who may pose a risk to the Organization and its participants. We suggest using the following company for the screening process: https:// www.sterlingtalentsolutions.ca/solutions/

The screening process includes assessing risk, writing position descriptions, discerning suitability of an individual for a given task, providing training and, when necessary, modifying the setting and arrangement of task.

The following are the requirements of Hockey Canada in terms of screening. Hockey Canada recommends that host committee's adopt the following screening steps for their events:

Note: Host Committees have the following options in meeting the requirements outlined below.

1. A Vulnerable Sector Verification can only be completed at a Local Police Service.
2. Criminal Record Checks and Local Police Checks can be conducted either in person at a Local Police Service or on-line by SterlingBackCheck

Definitions

1. The following terms have these definitions in this Policy:

   a) *"Local Police Check/Information (LPI)"* – A search of local police databases to determine whether the individual has a history with local police.

   b) *"Vulnerable Sector Verification (VSV)"* – For individuals who are working with a vulnerable sector (such as with minor athletes or with persons with a disability), which also searches for the existence of any pardoned sex offenses and/or charges.

c) *"Criminal Records Check (CRC)"* – This process verifies whether an individual has a criminal record and provides the applicant with the detailed information that can be legally disclosed.

d) "Drivers Abstract Check" – A driver abstract is a printed summary of a person's driving record including merit and demerit points, convictions and suspensions. There are 2 types of abstracts (standard or commercial) that can be requested for 3, 5 or 10 year periods: **Hockey Canada requires a Standard Check with minimum 3 year history submitted for any volunteer engaged in driving duties.**

Defining Scope

Category Level 1 – Non Position of Authority or Trust for Vulnerable population

Event volunteers who do not work directly or have direct access to athletes competing at the event, with children or youth (under 18 years) or a disability or have a position of trust and/or authority will be categorized as level 1 for the screening process.

Category Level 2 – Position of Authority or Trust with Vulnerable population

All event volunteers who do work directly with or who have direct access to athletes competing at the event, children or youth (under 18 years) or a disability and/or are deemed in a position of trust and/or authority will be categorized as a level 2 for the screening process.

Application of this Policy

Hockey Canada will determine which individuals will be subject to certain screening using the following guidelines (variations from the guidelines are at the sole discretion of the host committee in consultation with local police services and Hockey Canada):

Category Level 1

1. All category 1 volunteers must complete and provide a Criminal Records Check/Local Police Check through SterlingBackCheck or similar third party provider, or their local police service.

Category Level 2

1. All category 2 volunteers must complete and provide a Criminal Records Check/Local Police Check through SterlingBackCheck or similar third party provider or their local police service.

2. All category 2 volunteers must provide a Vulnerable Sectors Verification (VSV) obtained from their local police service. If the police service determines that the volunteer position does not warrant a VSV check the position then becomes a category level 1. (Note that if there are delays expected with the VSV check the person may still be active, however the Criminal Records Check/ Local Police Check must be completed and the VSV check process must be in motion with the police agency. Note that if the VSV is not completed by the beginning of the event the Host Committee has the ability to move the volunteer from a category 2 to a category 1 position.

Failure to participate in the screening process as outlined in this policy will result in a warning to potential ineligibility for the positon sought.

Review of the vulnerable sector screening, the criminal records check and the local police check will be completed by an assigned Host Committee person. It is recommended this person be familiar with the checks being performed.

Review Criteria

- When the host committee is of the opinion that, notwithstanding a conviction, a person can volunteer in an event without adversely affecting the safety of the event, any individual, athlete or member of the Organization through the imposition of such terms and conditions as are deemed appropriate, the Host Committee assigned representative in consultation with the host committee may approved that persons involvement. The Host Committee Representative may consult the Hockey Canada Event Manager and the Manager of Membership Services for further consultation which may also include Hockey Canada legal counsel.

- A Police Service may deem a staff or volunteer does not meet the criteria of actively in positions of trust or authority under the auspices of the Criminal Records Act. If the Police Service refuses to do the Vulnerable Sector Verification we will follow the advice of the local Police.

- Any event volunteer or staff member away from the organization for more than one year is required to complete a Criminal Records Check/Local Police Check through a third party provider or their local police service. VSV checks, if completed with Hockey Canada and in the last three years they are not required to be repeated.

- If a volunteer has a VSV check, a criminal record check, or a local Police check completed from another agency we will accept it if they are no more than 12 months old and an original copy is available.

- Staff or volunteers living outside of Canada will have a criminal records check in the jurisdiction in which they reside, as well as a Canadian Criminal Records Check and local police agency check if they have lived in Canada for a period of time. This can be provided from the local police agency or a third party provider.

- If a staff or volunteer is charged, subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to the host committee. Failure to do so could result in suspension or termination.

- If a volunteer provides falsified or misleading information, the person will immediately be removed from their position.

A satisfactory CRC is either:

- Confirmation that no criminal records and/or charges exist; or

- That any existing convictions and/or charges are not relevant to the position, as determined by the Host Committee in consultation with Hockey Canada.

In determining whether any convictions and/or charges are relevant to the position, the Host Committee may gather information which may include a telephone or personal interview with the individual and/or other persons or agencies.

The Host Committee, in making the final decision, will consider the following:

(a) Relationship of the offence(s) to the nature of the positon;
(b) Number and nature of the charges and/or convictions
(c) When the offence(s) occurred; and
(d) What the individual has done since the date of the offence.

If after the review the Host Committee determines that the individual poses a risk and is not an appropriate candidate for the position, the Host Committee will immediately notify the individual.

The Host Committee will not necessarily refuse a position to an individual because he or she has been charged with or convicted of an offence of a type which does not pose a risk to the members of the event, considering the duties of the position the person is seeking to occupy.

Relevant Offenses

The following is a list of non-exhaustive examples that are considered to be relevant offenses:

i. Any offense involving the possession, distribution, or sale of any child-related pornography
ii. Any sexual offense
iii. Any offense involving theft or fraud
iv. Any offense for trafficking and/or possession of drugs and/or narcotics
v. Any offense involving conduct against public morals
vi. Any crime of violence including but not limited to, all forms of assault
vii. Any offense involving a minor or minors
viii. Any offense involving the use of a motor vehicle, including but not limited to impaired driving.

Criminal Convictions

A conviction for any of the following *Criminal Code* offenses (non-exhaustive list) could result in removal from designated positions, competitions, programs, activities and events upon the sole discretion of the Host Committee:

i. Any offense of physical or psychological violence
ii. Any crime of violence including but not limited to, all forms of assault
iii. Any offense involving trafficking of illegal drugs
iv. Any offense involving the possession, distribution, or sale of any child-related pornography
v. Any sexual offense
vi. Any offense involving theft or fraud

Safeguards

Security safeguards will be implemented to ensure all personal information is protected from theft as well as unauthorized access, disclosure, copying, use of modification thereof. The level of safeguards employed shall be directly related to the level of sensitivity of the personal information collected. The more sensitive the information, the higher the level of security employed. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal, or disciplinary proceedings. 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.