



Volunteer Screening Policy

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Hockey PEI Volunteer Screening Policy

INTRODUCTION

Screening of staff and volunteers is an important part of providing a safe environment and has become a common practice among organizations in the non-profit sector providing programs and services to youth in the community.

Educating participants, coaches, managers, leaders, and volunteers about abuse and harassment is very important. There is a responsibility by an organization to appropriately screen any person who will have access to vulnerable people. This responsibility is both moral and legal: it is not only the right thing to do but is legislated under the “Duty of Care” concept.

Hockey PEI (HPEI) has a responsibility to do everything reasonable to provide a safe and secure environment for participants in its programs. HPEI takes these matters very seriously and is committed to fulfilling the duty of care necessary for its members.

HPEI along with its Minor Hockey Associations (MHA) have the responsibility to ensure that all members participate in the safest environment possible. Every effort must be made to provide protection from abuse, harassment and injuries. We, as volunteer hockey administrators, are responsible to ensure that our members are protected both on and off the ice. It is important that volunteers at all levels within our MHA’s are certified and properly trained to deliver these programs.

HPEI is aiming to maintain and improve the *standard of care* that is provided to our athletes and members. The *standard of care* refers to the degree or level of service, attention, care, and protection that one person owes another according to the law, usually the law of negligence.

By encompassing the HPEI screening process, we are able to apply a risk management strategy. This will allow for a conformable and safe environment for all members.

Hockey Canada and HPEI are constantly developing new programs and policies that will enhance the game of hockey and protect the Membership. It is important that we make every effort to ensure this information is circulated to all participants of the game.

What Is Screening?

Volunteer Canada has determined that screening is an ongoing 10 step process designed to identify any person (volunteer or staff) who may harm children or vulnerable adults. (www.volunteer.ca), see Appendix A.

Due to the positions of trust that are inherent in the provision of active, high quality sport activities, volunteers and employees shall be required to undergo a screening process which will be comprised of a variety of measures such as those listed.

FIELD OF APPLICATION

This policy applies to all registered volunteers and staff of Hockey PEI. There are two applicable forms that are required to be completed:

- Criminal Record Check (CRC)
- Vulnerable Sector Check (VSC)

Minor Hockey Association Volunteers

Persons who will be subject to screening are those persons occupying positions of trust and authority that involve unsupervised contact with minors from among the following positions:

- a. All minor hockey association volunteer board of directors;
- b. All minor hockey association registered team officials. This includes, but is not limited to coach, assistant coach, trainer, manager etc.;
- c. Any volunteer appointed by the minor hockey association that may have direct involvement with minors in another role or capacity.

CRC and VSC will be mandatory for all persons in “designated positions” as described above. There will be no exceptions. Failure to participate in the screening process as outlined in this policy will result in ineligibility of such members.

MHA’s are responsible for complying with the screening process and having designated volunteers obtain CRC and VSC of all for designated positions.

MHA’s are strongly encouraged to institute the screening process for other volunteers who work closely with minor athletes and occupy positions of trust and authority.

Criminal Record Check and Vulnerable Record Checks are valid for a period of **3 years**.

Note: Volunteers that are of minority age (18 years of age and under) will only have to conduct the Criminal Record Check. Because such individuals cannot be granted a pardon, they are **not required** to conduct the Vulnerable Sector Check. Once that volunteer reaches the age of 19, they will be required to complete both the Criminal Record Check and Vulnerable Sector Check.

Hockey PEI Staff and Provincial Volunteers

Persons who will be subject to screening are those persons occupying positions of trust and authority that may involve unsupervised contact with minors from among the following positions:

- a. All individuals in paid staff positions
- b. All persons affiliated with provincial teams, whether paid or volunteer;
- c. Any board member or elected council member of HPEI;
- d. Other individuals acting in a volunteer capacity as deemed by the President of HPEI.

CRC and VSC will be mandatory for all persons in “designated positions” of Hockey PEI as described above. There will be no exceptions. Failure to participate in the screening process as outlined in this policy will result in ineligibility of such members.

Criminal Record Check and Vulnerable Record Checks are valid for a period of **3 years**.

Note: Volunteers that are of minority age (18 years of age and under) will only have to conduct the Criminal Record Check. Because such individuals cannot be granted a pardon, they are **not required** to conduct the Vulnerable Sector Check. Once that volunteer reaches the age of 19, they will be required to complete both the Criminal Record Check and Vulnerable Sector Check.

Procedures for Completing the Criminal Record Check

1. Identified individuals must complete both a Criminal Record Check and Vulnerable Sector Check.
2. These forms can be obtained by visiting a local RCMP detachment or the local Police service in your community. The applicant must bring two pieces of identification one of which must be a picture ID such as a Drivers License. (Please refer to Appendix C for a list of Police locations and special instruction. **CHARLOTTETOWN POLICE SERVICES HAS SPECIFIC ID SPECIFICATIONS**).
3. Each applicant should bring with them a signed letter of endorsement identifying that you are acting in a volunteer capacity. Minor Hockey volunteers can obtain this letter of endorsement from their MHA president or designate. Hockey PEI provincial volunteers can obtain a copy of this letter of endorsement by contacting the Hockey PEI office.
4. Upon receipt of the two completed forms back from the Police agency, the applicant must then forward the completed form in a sealed envelope marked **Private and Confidential** to the local MHA President or designate. HPEI volunteers will send their forms in a sealed envelope marked **Private and Confidential** direct to the HPEI office.

MHA Note: The local Association must record the names of individuals who have been provided with these forms; collect the forms in sealed envelopes marked Private and Confidential and forward to the HPEI branch office to the attention of the Risk Management Screening Committee. The Committee will review the results and determine if applicants have been approved for membership. (See “Review of Applications” – Page 5)

Important Notes

- CRC and VSC can only be done in the area that the person applying resides. (i.e. if I live in Montague I can't request a search in Charlottetown.)
- Checks are good for 3 years from the date of receipt. The individual requiring the check must apply in person with 2 pieces of Government issued id and one must be photo, to the local detachment of the RCMP or Town / City Police.
- Search results are only sent to or can be picked up by the person named in the search and cannot be sent to the MHA or the HPEI office. It is the responsibility of the applicant to deliver their CRC and VSC to their local MHA or HPEI. The MHA will then send the forms to the HPEI. HPEI provincial volunteers will send their information directly to the HPEI office.
- It is the responsibility of the applicant to notify the MHA and/or HPEI of any change in their Criminal Record check.
- Any volunteer who does not have his / her screening process completed by December 31st of the current hockey season will be considered ineligible and thus not able to participate in any HPEI related activities.

RETURNED CRIMINAL RECORD CHECK FOR REVIEW

When the applicant retrieves their completed CRC and VSC from their local police department or RCMP they will then forward to the applicable organization.

If for any reason, an applicant is “flagged” for further review, they will be contacted by their local police department or RCMP. The applicant will have to complete a third form and will be required to submit your fingerprints with the authorities. The fingerprints are then sent to the Canadian Police Information Center (CPIC) in Ottawa for further review and verification.

This process may take up to 3 months.

If an applicant has to proceed through this process of fingerprints to obtain your final records for clearance, the applicant must notify to their MHA or HPEI in writing by letter or email informing them of such. MHA's should notify HPEI if any of their members have been “flagged” and are required to obtain fingerprints.

The Risk Management Screening Committee will then review the applicants file to determine next steps regarding eligibility for said member.

SCREENING FEES

Hockey PEI has consulted with the RCMP and local police agencies regarding applicable fees for the CRC and VSC process.

These fees are not set by Hockey PEI and thus are subject to change without notice.

	CRC	VSC	Fingerprints
RCMP	\$0	\$0	\$15
<i>Police Services</i>			
Borden Carleton	\$0	\$0	\$0
Charlottetown	\$0	\$0	\$15
Kensington	\$0	\$0	\$0
Summerside	\$0	\$0	\$0

See Appendix C for a list of RCMP Detachments and Local Police Services that you can complete this process.

PRIVACY STATEMENT

Hockey PEI acknowledges that, in receipt of information gathered under Screening Policy, it may not disclose such 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 constitutes a breach of the Criminal Records Act. All information collected either electronic or hard copies will be secure in the branch office under lock and key.

Written records obtained in the course of implementing this policy will be maintained in a confidential manner conforming to the *PEI Freedom of Information and Protection of Privacy Act* and will not be disclosed to others except as required by law, or for use in a legal or disciplinary proceeding.

REVIEW OF APPLICATIONS

The HPEI **Risk Management Screening Committee** will be made up of the Chair of Risk Management, one appointed board member and one other professional member (i.e. solicitor/social worker). The President HPEI is an ex-officio.

The Screening Committee will review all CRCs and VRCs to determine whether the individual's CRC or VRC reveals a relevant offence. If an individual's CRC or VRC does not reveal a relevant offence, the individual is eligible for the position.

If an individual's CRC or VRC reveals a relevant offence, the chair of the Screening Committee will notify the individual in writing and notify the applicable MHA President, President of Hockey PEI and the Chair of HPEI Minor Council that the individual is ineligible for the position.

If an individual is found to be ineligible and wishes to appeal these findings then a request for a formal hearing of the HPEI Management Committee may be requested. The resulting decisions of this committee will be final and binding.

Should an individual that is expelled or denied membership with HPEI as it relates to this policy, wish to be reinstated then that individual may re-apply in writing to the HPEI Board of Directors for reinstatement no sooner than a period of five years from the date of decision to deny membership.

HPEI has the final right of acceptance or refusal of any membership.

EXEMPTIONS

No individuals will be exempt from having to complete the screening process.

What if I have completed both the CRC and VRC recently?

- If a volunteer has already obtained their CRC and VRC through another organization or employer they may provide a copy to their MHA or HPEI.
- The CRC and VRC must have been completed within the last calendar year.
- The Volunteer must obtain a copy of their forms from the other organization of employer. A photo copy will be accepted.
- Clearance will be provided for three years from the date that the checks were completed.

REVIEW AND APPROVAL

This policy was approved by Hockey PEI in September, 2011. This policy is not a static document: it will be reviewed by HPEI on an annual basis.

Appendix A

Screening: Volunteer Canada's Safe Steps Screening Program

The Safe Steps are much like a menu - you need only select those steps that apply specifically to positions within your organization. The key to a successful screening program is to use the steps in a way that best suits a specific position within your organization. The 10 Safe Steps are:

1. **Determine the risk** - Organizations can control the risk in their programs. Examining the potential for danger in programs and services may lead to preventing or eliminating the risk altogether.
2. **Write a clear position description** - Careful position descriptions send the message that an organization is serious about screening. Responsibilities and expectations can be clearly set out, right down to the position's dos and don'ts. A clear position description indicates the screening requirements. When a volunteer changes positions, the screening procedures may change as well.
3. **Establish a formal recruitment process** - Whether an agency posts notices for volunteer positions or sends home flyers, they must indicate that screening is part of the application process.
4. **Use an application form** - The application form provides needed contact information. If the volunteer position requires other screening measures (medical exam, driver's record, police records check), the application form will ask for permission to do so.
5. **Conduct interviews** - The interview provides not only an opportunity to talk to the potential volunteer about their background, skills, interests, and availability, but also to explore any doubts about the suitability of the candidate. In other words, the interview will help determine the "right fit".
6. **Follow up on references** - By identifying the level of trust required in the position and asking specific questions, the applicant's suitability may be easier to determine. People often do not expect that their references will be checked. Do not assume that applicants only supply the names of people who will speak well of them.
7. **Request a Police Records Check** - A Police Records Check (PRC) is just one step in a 10-step screening process. PRCs signal — in a very public way — that the organization is concerned about the safety of its participants.
8. **Conduct orientation and training sessions** - Screening does not end once the volunteer is in place. Orientation and training sessions offer an opportunity to observe volunteers in a different setting. These sessions also allow organizations to inform volunteers about policies and procedures. Probation periods give both the organization and the volunteer time to learn more about each other.
9. **Supervise and evaluate** - The identified level of risk associated with a volunteer position will determine the necessary degree of supervision and evaluation. If the risk is great, it follows that the volunteer will be under close supervision. Frequent feedback in the first year is particularly important. Evaluations must be based on position descriptions.
10. **Follow up with program participants** - Regular contact with participants and family members can act as an effective deterrent to someone who might otherwise do harm. Volunteers should be made aware of any follow-up activities that may occur. These could include spot checks for volunteers in high-risk positions.

Appendix B

Definitions

1. **Volunteer:** A person who serves in a community primarily because they choose to do so. A volunteer is an individual who chooses to undertake a service or activity; someone who is not coerced or compelled to do this activity, does this activity in service to an individual or an organization, or to assist the community-at-large and who does not receive a salary or wage for this service or activity. This encompasses both formal and informal volunteering.
 - a. **Formal Volunteer:** An individual that works with a non-profit organization on a commitment basis, i.e. coaches and assistant coaches.
 - b. **Informal Volunteer:** An individual or group of individuals that participate with a non-profit organization, i.e. parents.
2. **Risk Management:** is the process of measuring, or assessing, risk and developing strategies to manage it.
3. **Duty of Care:** the concept of the duty of care identifies the relationship that exists between two persons (i.e. two individuals, an individual and an organization) and establishes the obligation that one owes the other, in particular the obligation to exercise reasonable care with respect to the interest of the other, including protection from harm. The duty of care arises from the common law, as well as municipal, provincial, federal and international statutes.
4. **Designated Position:** defined by HPEI as any position of trust or authority with respect to the supervision or interaction with minors on a Provincial Team or Member Club Team.
5. **Criminal Record Check (CRC):** the process of securing information from the police about individuals, as well as to describe the form or report in which information is provided. It may include a check of national, local and/or regional police records. At the end of the process, a report is issued. The report may simply identify whether or not someone has a criminal record, or it may provide details of actual offences. Just as the process varies among police agencies, so too do the report forms.
6. **Vulnerable Record Check (VRC):** the Records Check for Service with the Vulnerable Sector is a search of national and local police databases. The possible existence of all police contacts for the previous five years, criminal convictions and outstanding charges will be considered for release. This search is intended for individuals seeking employment and/or a volunteer position with children or vulnerable person(s).
7. **Position of Trust:** this identifies a setting in which someone is placed in a position of authority of another person in an ongoing relationship. A position of trust implies that someone has some degree of power over another, that the relationship is unequal. Individuals in positions of trust may be family members, friends, caregivers, volunteers or employees. The question of whether a position of trust exists depends on the relationship and on the degree of authority, reliance and dependence on it, and not on the question of payment or salary. People may also assume positions of trust with respect to finances, rather than individuals.
8. **Standard of Care:** this refers to the degree or level of service, attention, care and protection that one person owes another according to the law, usually the law of negligence. The required standard varies according to the circumstances of each situation, and determining the appropriate standard is often not a simple matter.
9. **Vulnerable Person:** this term denotes individuals who have difficulty protecting themselves and are therefore at greater risk of harm. People may be vulnerable because of age, disability/handicap, or circumstances. Vulnerability may be temporary or a permanent condition. This is purposely a broad definition, one that can include children, youth, senior citizens, people with physical, mental, social, developmental, emotional or other disabilities, as well as people who are victims of crime or harm. Vulnerable persons will also include person who have been victims of crime, accident or otherwise left with little defense against those who would harm them.

Appendix C

RCMP Detachments	Police Services
<p>East Prince Detachment 29 Schurman Point Road North Bedeque, PE C1N 4K2 P: 902.436.9300</p>	<p>Borden Carleton Police Department P O Box 69 Borden-Carleton, PE C0B 1X0 P: 902.437.2228</p>
<p>Montague Detachment 5199 A.A. MacDonald Highway - Rte.4 Montague, PE C0A 1R0 P: 902.838.9300</p>	<p>Kensington Police Department P O Box 494 Kensington, PE C0B 1M0 P: 902.836.4499</p>
<p>Queens District Detachment (Charlottetown) 153 Maypoint Road Charlottetown, PE C1E 1X5 P: 902.368.9300</p>	<p>Summerside Police Department 270 Foundry Street Summerside, PE C1N 1G1 P: 902.432.1201</p>
<p>Souris Detachment 198 Main St. Souris, PE C0A 2B0 P: 902.687.9300</p>	<p>Charlottetown Police Services 10 Kirkwood Drive Charlottetown, PE C1A 2T3 P: 902.629.4172</p>
<p>West Prince Detachment 39544 Western Rd Alberton, PE C0B 1B0 P: 902.853.9300</p>	<p>SPECIAL REQUIREMENTS</p> <ul style="list-style-type: none"> - Two pieces of ID required. One must be photo. - Applicants must bring photo copies of their pieces of ID. - Will not accept provincial health card or social insurance card.



Volunteer Screening Policy

Process Summary

WHO:

- All registered volunteers and staff of Hockey PEI.
- All minor hockey association volunteer board of directors.
- All minor hockey association registered team officials. This includes, but is not limited to coach, assistant coach, trainer, manager etc.
- Any volunteer appointed by the minor hockey association that may have direct involvement with minors in another role or capacity.

WHAT:

- Criminal Record Check (CRC)
- Vulnerable Sector Check (VSC)

HOW: *Step by Step Process*

1. Contact your local Minor Hockey Association to obtain a signed Letter of Endorsement identifying that you are acting in a volunteer capacity.
2. Bring the Letter of Endorsement along with two pieces of identification one of which must be a picture ID such as a Driver's License to your local RCMP detachment or local Police service in your community.
3. Once process has been completed and your application returned, forward processed form(s) in a sealed envelope marked **Private and Confidential** to your local MHA President or designate.
4. If an applicant has to proceed through the process of fingerprints to obtain your final records for clearance, the applicant must notify their MHA or Hockey PEI in writing by email informing them of such. This process can take some time; therefore Hockey PEI would like to be aware of any delay.
5. MHA President or designate will forward collected forms to Hockey PEI.

Hockey PEI acknowledges that, in receipt of information gathered under Screening Policy, it may not disclose such 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 constitutes a breach of the Criminal Records Act.