

## ***From the DMHA Rules of Operation, Section 7 General League Policies***

### **7.7 Police Checks**

- Dundas 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.
- Dundas 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.
- Dundas 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 Police Record Check will be required as one element of the screening process.
- **Individuals with past Criminal Code convictions, ten 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:
  - Individuals with past convictions or charges pending for criminal driving offences, including but not limited to impaired driving
  - Individuals with past convictions or charges pending for drug offences under the CDSA or its predecessor.
  - Individuals with past convictions or charges pending for any violent offence, whether or not it involved weapons.
- **Individuals with past Criminal Code convictions, charges pending or pardons for the following offences will not be considered for a direct service position.**
  - Physical or Sexual Assault
  - Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
  - Indictable criminal offences for child abuse
  - Sexual Exploitation
  - Sexual Interference
  - Invitation to Sexual Touching
- **Applications may be rejected as a result of other information gained during the police records check process or through the screening process as a whole, or as a consequence of other factors.**
- It should be noted that every volunteer once accepted is obliged to inform the appropriate Association Executive if he/she 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.

- Once accepted as a volunteer with the Dundas Minor Hockey Association as a coach or coaching staff you will be required to complete a police record check every four years as per Hockey Canada.
- The Dundas Minor Hockey Association will accept a completed Police Record Check by an applicant providing it is four months or more recent.
- **To obtain your police check:**
  - Please fill out the “Request for Vulnerable Sector Screening” form on the DMHA web site.
  - Contact the DMHA office and make arrangements to obtain a letter confirming your volunteer status in the DMHA.
  - Proceed to the King William St. Station and submit your application and letter along with payment.
  - At present (2009), upon completion of search, police checks will be mailed. (Please confirm with Police Services).
  - Upon receipt of clearance submit to the DMHA office via the DMHA mail slot at J.L. Grightmire arena for review and recordation. **Only once recorded will the process be deemed complete and the individual be cleared to volunteer in the DMHA. All Police Checks, once recorded, will be mailed back to the individual.**