



Screening Policy

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Responsible <i>OHF Manager Risk, Insurance and Registration</i> <i>INSERT HNO PERSON</i> <i>INSERT HEO PERSON</i>	Accountable <i>OHF Executive Director</i> <i>HEO Executive Director</i> <i>HNO Executive Director</i>	Consulted <i>Senior Leadership Team</i> <i>OHF Board</i> <i>HEO Board</i> <i>HNO Board</i>	Informed <i>Members</i> <i>Member Staffs</i> <i>Associations</i>

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1. PREAMBLE

- 1.1 Hockey Northwestern Ontario, Hockey Eastern Ontario and the Ontario Hockey Federation have collaborated on a comprehensive and standardized screening policy to be implemented for all Registered Participants in Ontario.
- 1.2 The approval of this document by the Ontario Members is a determination that approval has occurred in accordance with each individual Ontario Member's process for policy approval.

2. DEFINITIONS

- 2.1 Associations: refers to an organization under Hockey Canada Regulation A.26.
- 2.2 Enhanced Criminal Records Check (ECRC): a defined type of Criminal Record Check provided by Sterling BackCheck that searches criminal records as well as pending charges against an individual.
- 2.3 HEO: refers to Hockey Eastern Ontario.
- 2.4 HNO: refers to Hockey Northwestern Ontario.
- 2.5 League: refers to an organization that forms competition amongst Teams and is a Registered Participant, in accordance with Hockey Canada Article 14.1;
- 2.6 Members: refers to the organizations that are members of the HNO, HEO and OHF in accordance with their By-Laws.
- 2.7 Ontario Members: Hockey Eastern Ontario, Hockey Northwestern Ontario, and Ontario Hockey Federation.
- 2.8 OHF: refers to the Ontario Hockey Federation.
- 2.9 On-Ice Officials: refers to the referee and/or linesperson.

2.10 Ontario Screening Declaration Form (OSDF): the official Ontario Screening Declaration Form that is submitted in accordance with this policy (Appendix B)

2.11 Receipt: the paper or electronic confirmation of application by an individual for a VSC.

2.12 Registered Participant: refer to Hockey Canada Article 14.1.

2.13 Team: refers to a group of players and Team Officials that are rostered in the HCR with a Member for the purpose of participation in Hockey Canada Sanctioned programming;

2.14 Team Officials: All or any of the following persons involved in the management of a Team and includes coach, trainer, manager and any assistant coach, assistant trainer or assistant managers.

2.15 Third-Party Instructor: any individual that is providing instruction on-ice or off-ice to Players through Team, Association, Members or Ontario Member programming sanctioned by Hockey Canada.

2.16 Vulnerable Sector Check (VSC):

- 2.16.1 A VSC is initiated by the local police in the jurisdiction where the individual lives.
- 2.16.2 A VSC is designed to protect vulnerable participants from dangerous offenders by uncovering the existence of a criminal record and/or a pardoned sexual offence conviction and is recommended as part of an overall employment or volunteer screening process. The results of the check can help to determine whether an individual is suitable to work in positions where they will be in close contact with vulnerable people.
- 2.16.3 The police will use the Canadian Police Information Centre (CPIC) system as well as their own database to conduct a background search based on an individual's name, gender and date of birth. If the gender and date of birth match to a pardoned sex offender record, the individual will be **required** to provide fingerprints to confirm their identity. Be assured that:
 - 2.16.3.1. This is not an accusation of criminality: fingerprints are used to confirm identity only.
 - 2.16.3.2. Fingerprints will be destroyed after 90 days - when the check is complete. As with all civil checks, the RCMP **and Local Police** do not keep fingerprints on file and they will not be searched for future purposes.
 - 2.16.3.3. Individuals that required fingerprints as part of their VSC process will be eligible to complete the Enhanced Criminal Record Check through Sterling Backcheck. Submission of fingerprint receipt is required.

3. SCREENING PROCESS

- 3.1 The Ontario Members will conduct the following 10-step screening process for Ontario Member personnel and recommends that each member of HEO, HNO and OHF and their respective members follow the same 10-step screening process within their respective jurisdictions. Steps 3.5.2, 3.9 and 3.10.2 of the 10-step screening process are mandatory for all organizations within the jurisdiction of the Ontario Members.
- 3.2 Volunteers and staff who do not meet or do not abide by the requirements of the screening process may not be accepted, may be disciplined or may be dismissed.
- 3.3 Position Design (Appendix C)
 - 3.3.1 Clearly identify, define and control the design of positions. Each position has a set of conditions and level of risk. Determine screening standards based on position design.

3.4 Position Description (Appendix C)

3.4.1 Develop and maintain descriptions that define responsibilities, expectations and levels of supervision for each staff and volunteer position.

3.5 Application Form (Appendix D)

3.5.1 Prepare and make available appropriate forms for staff and volunteers and, if the position requires other screening measures (medical exam, driver's record, Vulnerable Sector Check), the application form will so indicate.

3.5.2 Application Forms should include a requirement to disclose any suspensions or removal from a sport organization including hockey, whereby the suspension or removal meets any of the following standards:

3.5.2.1. for any form of Maltreatment;

3.5.2.2. for misconduct for a period greater than two weeks; or

3.5.2.3. where the sport organization would not rehire due to violations of the HEO, HNO or OHF Codes of Conduct.

Disclosure is mandatory and does not deem an individual automatically ineligible for participation. The disclosure is to be taken into consideration with the overall application and remedies done by the individual. However, if an individual does not disclose and a previous suspension or removal is discovered the individual will be ineligible to participate indefinitely.

3.6 Formal Recruitment Process

3.6.1 Post all staff and volunteer positions and indicate that screening is a part of the application process.

3.7 Conduct Interviews

3.7.1 Conduct interviews for staff to ensure candidates meet the position requirements and fit in with the organization. Interviews for volunteer positions, for which the level of risk is determined to require interviews, will be conducted under the supervision of the President and Executive Director.

3.8 Reference Check

3.8.1 Implement a standard reference check questionnaire and follow through with candidate's list of references.

3.9 Vulnerable Sector Check(VSC) (Section 5)

3.9.1 The following individuals who are associated with the Ontario Members, Members, Leagues, Teams and Associations must adhere to the Ontario Screening Policy and submit to their Association or employer in accordance with section 3:

3.9.1.1. members of the Boards of Directors (not including individuals officiating or on a roster/at large Team Official);

3.9.1.2. full time staff, part time staff, interns and volunteers (not including individuals officiating or on a roster/at large Team Official);

3.9.2 The following individuals who are associated with the Ontario Members, Members, Leagues, Teams and/or Associations must adhere to the Ontario Screening Policy and submit to the respective Ontario Member in accordance with section 3:

- 3.9.2.1. Team Officials (including but not limited to head coaches, assistant coaches, trainers, managers and at large Team Officials);
- 3.9.2.2. On-Ice Officials; and
- 3.9.2.3. anyone else who, through their duties on behalf of the Ontario Members, a Member, a League, Team or Association, may work with children (included but not limited to on-ice volunteer, skills coaches, third party skills coaches and dressing room supervisors).

3.10 Senior Hockey Divisions (does not include OWhA Senior Hockey with all participants over age of 18)

- 3.10.1 The following individuals who are only associated with Senior Hockey Divisions must submit an Enhanced Criminal Record Check with Judicial Matters to the Ontario Member.
- 3.10.2 Team Officials (including but not limited to head coaches, assistant coaches, trainers, managers and at large Team Officials);

3.11 Orientation and Training Sessions

- 3.11.1 The level of risk associated with a position (as indicated in the position description) will determine when an organization should conduct an orientation session with new staff and volunteers to help familiarize them with the organization's goals, objectives, policies and processes.
- 3.11.2 All Team Officials (including but not limited to head coaches, assistant coaches, managers and trainers) within the jurisdiction of the Ontario Members are required to be certified in the Speak Out Programme or Respect In Sport Activity Leader.

3.12 Supervise and Evaluate

- 3.12.1 The risk assessment of each position (as indicated in the position description) will determine the necessary level of supervision and evaluation in respect of a person's performance in their position (Examples: Supervision may include an unscheduled observation of a coach or On-Ice Official during a practice or game; or evaluation may include an annual or interim staff appraisal).

3.13 Follow Up

- 3.13.1 Follow up in respect of a person's performance in their position may be necessary and will be determined by the position description. An example of follow up may include an end of season interview with a coach.

4. VULNERABLE SECTOR CHECK AND DECLARATION SUBMISSION PROCESS

4.1 The Ontario Members require that a person identified in 3.9.1 and 3.9.2, except those aged 17 and under will not be required to provide a Vulnerable Sector Check in accordance to the Police Record Check Reform Act (PRCRA), submit yearly screening as set out below to be eligible for participation:

- 4.1.1 Year 1 – submit a Vulnerable Sector Check that has been completed in the six (6) months prior to submission and an Ontario Screening Declaration Form.
- 4.1.2 Year 2 – submit an Ontario Screening Declaration Form.

- 4.1.3 Year 3 – submit an Ontario Screening Declaration Form.
- 4.1.4 Year 4 – submit a Vulnerable Sector Check that has been completed in the six (6) months prior to submission or an Enhanced Criminal Record Check subject to paragraph 2.11.3.3 and an Ontario Screening Declaration Form.
- 4.1.5 Year 5 – submit an Ontario Screening Declaration Form.
- 4.1.6 Year 6 – submit an Ontario Screening Declaration Form.
- 4.1.7 Year 7 – submit a Vulnerable Sector Check that has been completed in the six (6) months prior to submission or an Enhanced Criminal Record Check subject to paragraph 2.11.3.3 and an Ontario Screening Declaration Form.
- 4.1.8 Year 8 – continue cycle.

4.2 Any check submitted that is older than six (6) months must be accompanied by an Ontario Screening Declaration Form or a notarized sworn document may also be used as an alternative to the Ontario Screening Declaration Form and a receipt from the local police station indicating that the process has been initiated for an updated VSC, which must be provided to the Ontario Member when received.

4.3 All individuals in 3.9.1 and 3.9.2 MUST complete the requirements of 4.3.1 or 4.3.2 as follows:

- 4.3.1 Team Officials and Team Support Staff (3.9.2.1 and 3.9.2.3)
 - 4.3.1.1 Screening submission will be open March 1 for the next season and will close the following February 15.
 - 4.3.1.2 Rostering will be restricted to ONLY those that have completed the requirements of 4.1 or 4.2. Complete requirements as early as possible in the above timeframes.
 - 4.3.1.3 All individuals involved in spring player evaluations will need to complete the requirements of 4.1 or 4.2 and be rostered in order to be eligible to participate.
- 4.3.2 On-Ice Officials
 - 4.3.2.1 Screening submission for On-Ice Officials will begin on June 1.
 - 4.3.2.2 Acceptance into an officiating clinic or officiating recertification will be restricted to ONLY those that have completed the requirements of 4.1 or 4.2. Complete requirements as early as possible in the above timeframes.
- 4.3.3 Staff
 - 4.3.3.1 Full time staff – During the appraisal process and every three years.
 - 4.3.3.2 Part time staff/students/interns – At start of term and every year after.
 - 4.3.3.3 High Performance Team Staff (where applicable) – At start of term and every year after as identified in 4.1.
- 4.3.4 Board of Directors
 - 4.3.4.1 Applicants for the Board of Directors will complete an Ontario Screening Declaration Form with their submission of their nomination. Those selected for the slate of Directors will complete an Enhanced Criminal Record Check prior to the election.

4.4 Previous offences that may exclude a person's application for a position within an Ontario Member include, but are not limited to, offences against persons, offences involving property or offences related to substance abuse.

- 4.5 It is recommended that Billets used within the Ontario Members be properly screened by the Member or their association, club or league and in addition, complete a Vulnerable Sector Check.
- 4.6 The Ontario Members require that a Registered Participant identified in 3.9.1 and 3.9.2, except those aged 17 and under, to submit an Ontario Screening Declaration Form on a yearly basis.
- 4.7 It is the Registered Participant's responsibility to immediately notify and complete a new Ontario Screening Declaration Form with any changes to their status (ie. convictions or outstanding charges). Failure to declare changes will result in a review of their status as a Registered Participant.

5. SCREENING ADMINISTRATION

- 5.1 Ontario Members Responsibility
 - 5.1.1 The Ontario Members Executive Director (or designate) will maintain records of all Personnel of their respective Ontario Member required to be certified in Speak Out or Respect in Sport Activity Leader. The Vulnerable Sector Checks of staff and volunteers of the Ontario Member (as opposed to the Members) who are required to submit such information will be directed to and maintained by a designate of the Ontario Member.
 - 5.1.2 All personal records maintained by the Ontario Member and Ontario Members' Legal Counsel will be obtained and secured in compliance with the Ontario Members Privacy Policy.
- 5.2 Member Responsibility
 - 5.2.1 For the purposes of reporting to Hockey Canada and policy development, 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 their respective Ontario Member at the conclusion of each season (number of training sessions, e-Learning participants [Respect in Sport Activity Leader] and number of certified participants, etc.).

6. SAFEGUARDS

- 6.1 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: the more sensitive the information, the higher the level of security employed. 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.

7. MINIMUM REQUIREMENTS BASED ON POSITIONS

Board of Directors
Writing clear position descriptions Requesting/requiring Enhanced Criminal Record Check or Vulnerable Sector Check Conducting orientation and training sessions
Full-time/Part-time Staff, Students/Interns
Writing clear position descriptions Requesting/requiring Enhanced Criminal Record Check or Vulnerable Sector Check Establishing a formal recruiting process, Conducting orientation and training sessions Using an application form Conducting interviews Following up on references Supervising and evaluating Follow up on program participants
Team Officials
Writing clear position descriptions Vulnerable Sector Check submitted and approved through their Ontario Screening Submission Portal Declaration submitted and approved through Ontario Screening Submission Portal Not currently under suspension or ineligible under Section 3.5 of the Ontario Screening Policy Conducting orientation and training sessions Respect in Sport, Activity Leader Gender Identity and Expression Course Rowan's Law
On-Ice Officials
Writing clear position descriptions Requesting/requiring Vulnerable Sector Check submitted and approved through Ontario Screening Submission Portal Declaration submitted and approved through Ontario Screening Submission Portal Not currently under suspension or ineligible under Section 3.5 of the Ontario Screening Policy Respect in Sport Activity Leader (verify with Member)

8. ONTARIO VULNERABLE SECTOR CHECK

- 8.1 All individuals holding the title of Team Official (including but not limited to head coach, assistant coach, trainer, assistant trainer, manager, dressing room supervisor), On-Ice Official and anyone else determined by the Risk Assessment Tool which is contained in Appendix A of the Ontario Screening Policy shall be subject to the Vulnerable Sector Check and a search of the National Sex Offender Registry.
- 8.2 Individuals with outstanding Criminal Code convictions or who have been charged with such offences that have not yet gone to trial but which continue to be prosecuted, shall not be eligible to hold any position with the Ontario Members, a Member, Leagues, Teams and Associations, except a (non-indictable) offences for impaired driving from alcohol and/or drugs unless in violation of section 8.6.
- 8.3 Offences which deem the Individual ineligible to participate in any capacity:
Note: this is a reference only and not a complete list of applicable offences:
 - 8.3.1 Any sexual assault
 - 8.3.2 Any sexual intercourse
 - 8.3.3 Any sexual exploitation
 - 8.3.4 Any invitation to sexual touching
 - 8.3.5 Any indecent acts and/or exposure
 - 8.3.6 Any making, distributing, possessing or sale of child pornography
 - 8.3.7 Any indictable criminal offences for child abuse
 - 8.3.8 Luring a child
 - 8.3.9 Voyeurism
 - 8.3.10 Any offence for trafficking and/or importing and/or possession for the purpose of trafficking of any drugs and/or narcotics
 - 8.3.11 Any production of a substance (specifically, as defined in the Controlled Drug and Substances Act - C.D.S.A.)
 - 8.3.12 Any other indictable criminal code offences such as, murder, manslaughter, incest, abduction, extortion, perjury, bribery and influencing, explosives substances offences, arson related offences, counterfeiting and conspiracy
- 8.4 Offences for which disqualification from participation is ten (10) years from the expiration of the penalty imposed by the courts. The participant is eligible to apply for a hearing after this time. Note this is a reference only and not a complete list of applicable offences:
 - 8.4.1 Assault with a weapon
 - 8.4.2 Assault causing bodily harm
 - 8.4.3 Aggravated assault
 - 8.4.4 Any current prohibitions or probation orders forbidding the individual from having contact with children under the age of 14
 - 8.4.5 Robbery
 - 8.4.6 Any other offences pertaining to violence, whether or not involving weapons.

8.4.7 Any indictable criminal code offences related to impaired driving and/or care and control and/or drive over 80 milligrams

8.5 Offences for which disqualification from participation is three (3) years from the expiration of the penalty imposed by the courts, as determined by the Members, not the date of the charge or conviction. Note this is a reference only and not a complete list of applicable offences:

- 8.5.1 Assault
- 8.5.2 Threatening
- 8.5.3 Any possession of a substance (specifically, as defined in the Controlled Drug and Substances Act - C.D.S.A.)
- 8.5.4 Any theft and/or fraud and/or related offence (applicable to a person while in a Position of Trust of Finances)
- 8.5.5 Any convictions pertaining to illegal substances, other than for manufacture, distribution and/or trafficking
- 8.5.6 Any firearm related offences (other than use of firearm in the commission of an offence, see above)
- 8.5.7 Any other indictable criminal code offences such as break and enter, mischief, resisting and obstructing offences, dangerous driving, flight from police offences, failure to remain offences, criminal harassment and breaching orders and failing to comply offences

8.6 Multiple (non-indictable) offences for impaired driving from alcohol and/or drugs.

- 8.6.1 Any individual that has two or more offences or pending charges within the previous ten (10) years is deemed ineligible.
- 8.6.2 Once an individual has only one offence in the past ten (10) years they may at their option apply for a hearing to request reinstatement in accordance with paragraph 6.
- 8.6.3 Offences will expire after ten (10) years from the expiration of the penalty imposed by the courts (i.e. 2015 impaired probation to 2016, expiration 2026)

8.7 Offences for which the individual has to abide by specific criteria as a participant.

- 8.7.1 For a first offence related to Impaired Driving and/or care and control and/or drive over 80 milligrams resulting in a summary conviction, the individual may not drive any other participant to and from sanctioned activities while Driver's License is suspended.
- 8.7.2 It is the obligation of any person subject to screening by virtue of this Policy to advise their organization's Professional designate responsible for screening of a charge or conviction under any offence listed in this Policy.

8.8 The Ontario Member or its designate shall be responsible for the collection and retention of Criminal Record Checks and Vulnerable Sector Check, which must be under the designates control and secured in a safe storage area.

9. RECORD CHECK HEARING PROCESS

9.1 Upon review of a registered participant's Vulnerable Sector Check submission to the Ontario Members, if a registered participant is deemed ineligible as per Section 8 of the Ontario Screening Policy, and therefore unable to participate as an official or volunteer in Hockey Canada programming, they will be

notified of such ineligibility in the form of a letter from the Ontario Member. The Member's (Executive Director) will be notified of this ineligibility electronically.

- 9.2 The term of this ineligibility is based on a specific offence contained within the submission and the time identified in Section 8 of the Ontario Screening Policy.
- 9.3 The Ontario Record Check Inspector will determine the eligibility for a hearing and will communicate this directly to the member.
- 9.4 If the registered participant is eligible they will be given the opportunity to forward a letter of consideration to the President of the Ontario Member, requesting special dispensation from the application of the Section 8 of the Screening Policy.
- 9.5 Supporting documentation must be submitted to the Ontario Member prior to the hearing date and at the participant's expense. Required documents, but not limited to:
 - 9.5.1 Police Reports (arrest report, general occurrence report, witness report, regarding the incident(s).
 - 9.5.2 Court Records (details of actual conviction)
 - 9.5.3 Probation orders
 - 9.5.4 Parole orders
 - 9.5.5 Release documents
- 9.6 If the participant is granted a hearing by the President, a hearing will be arranged and the participant will be sent notification of the date, time and location of the hearing. The fee for this hearing will be \$150.00 and payment is to be received prior to the hearing. At the conclusion of the hearing, the panel will render its decision in writing and forward to the Ontario Member office. The office will inform the participant of the decision and the Member's (Executive Director) will be notified electronically.
- 9.7 In the event that the participant does not show for a 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 member.
- 9.8 The participant would NOT be eligible to participate in any Hockey Canada sanctioned activity until such time as a decision is made through this hearing process.

10. APPENDIX A – RISK ASSESSMENT TOOL & RATING

RISK ASSESSMENT TOOL

The Risk Assessment Tool is not a scientific assessment, but is designed to help alert you to potential factors in a volunteer or staff position. No single check-list fits all situations so organizations are encouraged to adapt this tool to meet their specific needs and any local legal obligations.

8 QUESTIONS TO CONSIDER WHEN ASSESSING THE RISK LEVEL ASSOCIATED WITH EACH POSITION.

- 1) Does the person in this position serve people who may be vulnerable?
 - Children under the age of 18
 - Persons with communication or language boundaries
- 2) Does the person in this position allow access to players?
 - Direct contact with players at the rink or away from the rink
 - Driving players in their vehicle within Hockey Canada's Speak Out parameters
- 3) Does the person in this position require making physical contact with a player's body?
 - Demonstrating a skill
 - Touching the player
 - Contact with bodily fluids
- 4) Does the person in this position have access to property or equipment?
 - Personal equipment
 - Facility equipment
 - Organization equipment
- 5) Is the person in this position involved in making decisions about a player's future or movement within the system?
 - Perceived or actual position of authority
- 6) Does the person in this position have access to confidential information?
 - Personal documents or communications
- 7) Does the person in this position have access to money?
 - Personal funds
 - Organizational funds
- 8) Is the person in this position involved in making decisions on behalf of the organization?
 - Perceived or actual position of authority
 - Enters into agreements on behalf of the organization

If you answered “Yes” to any question above here are some suggested steps:

- ⌚ Reference Check
- ⌚ Vulnerable Sector Check Requirement
- ⌚ Declarations of discipline from other sports organizations
- ⌚ Regular supervision
- ⌚ Participant evaluation of position
- ⌚ Specific behaviour code is provided

11. APPENDIX B – ONTARIO SCREENING DECLARATION FORM

ONTARIO SCREENING DECLARATION FORM

Print Name: _____ Date of Birth: _____
Month/Day/Year

Telephone Number: _____ Email Address: _____

Hockey Canada Registry number: _____

Member: _____ Association/Clinic Location: _____

Failure to execute this process will be in violation of the Ontario Screening Policy, this will mean that the individual will be considered to be not in good standing and may be subject to further discipline.

I, _____, hereby declare that:

Print Name

- I have no convictions for offenses under the Criminal Code of Canada as specified in the Ontario Screening Policy up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).
- I have no convictions for offenses in any other country up to and including the date of this declaration for which a pardon has not been issued or granted.
- I am not currently under suspensions from a sports organization under Section 2.5 of the Ontario Screening Policy.

OR

- I have the following convictions for offenses under the Criminal Code of Canada as specified in the Ontario Screening Policy for which a pardon under the Criminal Records Act (Canada) has not been issued or granted:
- I have the following convictions for offenses in another country up to and including the date of this declaration for which a pardon has not been issued or granted.
- I am currently under suspension from a sports organization under Section 2.5 of the Ontario Screening Policy.

Supplementary Information, Including Outstanding Charges, Warrants, Orders and Suspensions.

DATE	LOCATION	CHARGE	DISPOSITION

Any questions can be directed to the Ontario Member Office. I certify that the above facts are true to the best of my knowledge and belief and I understand that I subject myself to disciplinary action under falsification of documents of the respective Ontario Member, in the event that the above facts are found to be falsified.

Signature of Applicant: _____ Date: _____

12. APPENDIX C - POSITION DESIGN AND DESCRIPTION

POSITION DESIGN:

Clearly identify, define and control the design of positions. Each position has a set of conditions and level of risk. Determine screening standards based on position design.

Position Title	Be brief (2-3 words) but descriptive
Purpose of Position	A short sentence or two identifying key reasons for volunteer involvement, in relation to the organization's mission or goals.
Risk Level	Based on the Risk Assessment of the position, and used as the basis for what screening mechanisms will be required for this position.
Skills and Qualifications	Include the attitudes, knowledge, past experience, background, education and personal traits that are directly related to the ability of the applicant to meet the duties/activities/responsibilities.
Boundaries and Limitations	What is the person in this position not allowed to do? What is outside of the parameters of the position?
Vulnerability of Persons Served:	Are the persons served by this position vulnerable and if so in what way?
Screening Requirements	List of applicable screening techniques for this position.
Supervision and Support	To whom is the person in this position directly responsible? How is the position supervised? What are the reporting and evaluation mechanisms?
Declaration	Requirement to list any suspensions under Section 2.5 of the Ontario Screening Policy as part of application.

POSITION DESCRIPTION:

Develop and maintain descriptions that define responsibilities, expectations and levels of supervision for each staff and volunteer position.

Duties/Activities/Responsibilities	Be specific about regular duties to be performed, duties performed on occasion, and any special equipment used. Do not list every step of every activity; this can be expanded on in the position training.
Time Commitment	Minimum number of hours, frequency, days and times and length of commitment.
Location:	Where will the person in this position work? Is it off site, isolated or unsupervised?
Orientation and Training	Both initial and ongoing training, making clear what is required and what is optional.
Benefits	Include organization's commitment to the position, personal benefits, whether out of pocket expenses are covered by the organization.

SAMPLE DESIGN AND DESCRIPTION: Coach

Position Title	Coach
Purpose of Position	To create a positive and fun atmosphere for all participants that are part of their team by teaching skills, supervision of players and dressing room, be on ice during practices, be on bench during games and meeting with players and parents.
Risk Level	High, working in close proximity and direct contact with children in all aspects of the roles.
Skills and Qualifications	<ul style="list-style-type: none"> • Caring, friendly and patient attitude • Ability to communicate with parents and children. • Must be certified in speak out or respect in sport activity leader • Must have appropriate coach level certification • Vulnerable sector check • Gender identity and expression course
Boundaries and Limitations	The Coach is bound by the Member Code of Conduct and all rules, regulations, by laws, articles and policies of the Member and Hockey Canada.
Vulnerability of Persons Served:	Work directly with young children between ages of 4 and 17.
Screening Requirements	Vulnerable Sector Check and Declaration
Supervision and Support	The Head Coach is responsible to the Club, Association, League President and Board of Directors.
Declaration	<ul style="list-style-type: none"> • Requirement to list any suspensions under section 2.5 of the ontario screening policy as part of application. • Individuals currently suspended from Hockey Canada Programming are ineligible. • Individuals currently suspended from another sports organization are ineligible. • Individuals that have historical records of infractions under section 2.5 may be ineligible.

POSITION DESCRIPTION: Coach

Develop and maintain descriptions that define responsibilities, expectations and levels of supervision for each staff and volunteer position.

Duties/Activities/ Responsibilities	To teach skills, supervise children, be on ice during practices, be on bench during games.
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Time Commitment	1-10+ hours a week, depending on age group and level
Location:	Local Arena Facility, public setting
Orientation and Training	All new Coaches will be provided with an orientation prior to the start of the season.
Benefits	All Head Coach positions are eligible for various volunteer awards. May be entitled to expenses covered by organization. Supplementary insurance covered from Hockey Canada.

SAMPLE DESIGN AND DESCRIPTION: Trainer/Safety Person

Position title	Safety person
Purpose of Position	Ensure that safety is the first priority during all hockey-related activities, both on and off the ice. Recognizing and managing injuries and referring players to medical professionals when necessary.
Risk level	High, working in close proximity and direct contact with children.
Skills and Qualifications	<ul style="list-style-type: none"> • Caring, friendly and patient attitude • Ability to communicate with parents and children. • Must be certified in speak out or respect in sport activity leader • Must have hcsp or htcp level certification • Vulnerable sector check • Gender identity and expression course
Boundaries and Limitations	The Safety Person is bound by the Member Code of Conduct and all rules, regulations, by laws, articles and policies of the Member and Hockey Canada.
Vulnerability of Persons Served:	Work directly with young children between ages of 4 and 17.
Screening requirements	Vulnerable sector check and declaration
Supervision and Support	The Safety Person is responsible to the Head Coach, Club, Association, League President and Board of Directors.
Declaration	<ul style="list-style-type: none"> • Requirement to list any suspensions under section 2.5 of the ontario screening policy as part of application. • Individuals currently suspended from Hockey Canada Programming are ineligible. • Individuals currently suspended from another sports organization are ineligible. • Individuals that have historical records of infractions under section 2.5 may be ineligible.

POSITION DESCRIPTION: Trainer/Safety Person

Develop and maintain descriptions that define responsibilities, expectations and levels of supervision for each staff and volunteer position.

Duties/Activities/ Responsibilities	Ensure that safety is the first priority during all hockey-related activities, both on and off the ice.
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	Recognizing and managing injuries and referring players to medical professionals when necessary.
Time Commitment	1-10+ hours a week, depending on age group and level
Location:	Local Arena Facility, public setting
Orientation and Training	All new Safety Persons will complete HCSP or HTCP training prior to the start of the season.
Benefits	All Safety Persons positions are eligible for various volunteer awards. May be entitled to expenses covered by organization. Supplementary insurance covered from Hockey Canada.

SAMPLE DESIGN AND DESCRIPTION: Dressing Room Supervisor

Position Title	Dressing room supervisors
Purpose of Position	Provide supervision to the dressing room during games and practices to ensure it is a welcoming, equitable, inclusive and safe space, and ensuring all Policies and Codes of Conduct are being followed.
Risk Level	High, working in close proximity and direct contact with children.
Skills and Qualifications	<ul style="list-style-type: none">• Caring, friendly and patient attitude• Ability to communicate with parents and children.• Must be certified in speak out or respect in sport activity leader• Vulnerable sector check
Boundaries and Limitations	The Dressing Room Supervisor is bound by the Member Code of Conduct and all rules, regulations, by laws, articles and policies of the Member and Hockey Canada.
Vulnerability of Persons Served:	Work directly with young children between ages of 4 and 17.
Screening Requirements	Vulnerable Sector Check and Declaration
Supervision and Support	The Dressing Room Supervisor is responsible to the Head Coach, Club, Association, League President and Board of Directors.
Declaration	<ul style="list-style-type: none">• Requirement to list any suspensions under section 2.5 of the ontario screening policy as part of application.• Individuals currently suspended from hockey canada programming are ineligible.• Individuals currently suspended from another sports organization are ineligible.• Individuals that have historical records of infractions under section 2.5 may be ineligible.

POSITION DESCRIPTION: Dressing Room Supervisor

Develop and maintain descriptions that define responsibilities, expectations and levels of supervision for each staff and volunteer position.

Duties/Activities/ Responsibilities	Provide supervision to the dressing room during games and practices to ensure it is a welcoming, equitable, inclusive and safe space, and ensuring all Policies and Codes of Conduct are being followed.
Time Commitment	1-10+ hours a week, depending on age group and level
Location:	Local Arena Facility Dressing Room
Orientation and Training	All new Dressing Room Supervisors will receive an orientation from their Club or Association.
Benefits	Covered under the Hockey Canada Insurance Program as a Volunteer.

13. APPENDIX D – SAMPLE APPLICATION FORM

APPLICATION FORM

This form is to be completed and forwarded to the INSERT ORGANIZATION by the date specified in the posting.

Contact Information

Name:				
Address:				
Home Ph:		Work Ph:		Mobile Ph:
Preferred Email:				
Position you are applying for:				
Relevant certification or education:				
Years of relevant experience:				
Are you eligible to work in Canada?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Discipline under Section 2.5 of Ontario Screening Policy				

Please ensure you have attached your resume and at least 3 references (maximum one personal).

Screening

The INSERT ORGANIZATION NAME is committed to reducing harassment, abuse, bullying and misconduct in our programs. As a priority we are screening volunteers and staff to ensure the highest quality of personnel to support our programs and create a friendly and welcoming environment for our participants. Some positions require additional screening.

Please be advised that your position requires a Vulnerable Sector Check.

Signature of Applicant: _____ Date: _____

I certify that the above facts are true to the best of my knowledge and belief and I understand that I subject myself to disciplinary action under falsification of documents of the respective Ontario Member, in the event that the above facts are found to be falsified.