



SCREENING POLICY



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DEFINITIONS

GTHL Member Association

A GTHL Member Association, also an “Association” or “Organization”, is any Club, Division, Division member, Affiliated Group or Sports School accepted for membership in the Greater Toronto Hockey League (GTHL) from time to time.

Criminal Record Check (CRC)

A Criminal Record Check is a search that is used to determine whether an individual has a criminal record. The search can be based on an individual’s name and date of birth, or for much greater assurance, it can be based on fingerprints for positive identification.

A Criminal Record Check is performed against the national repository of criminal records maintained by the Royal Canadian Mounted Police (RCMP), which holds approximately 4.2 million records.

Checks are also in many cases performed against a Canadian police service’s local records.

Vulnerable Sector Screening (VSS)

A VSS check is initiated by the local police in the jurisdiction where the individual lives.

A VSS check 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.

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 asked to provide fingerprints to confirm their identity. Be assured that:

- This is not an accusation of criminality; fingerprints are used to confirm identity only.
- Fingerprints will be destroyed after 90 days – when the check is complete. The RCMP does not keep fingerprints on file in the case of civil checks.

EFFECTIVE DATE

- July 2019
- Originally issued June 1998 as part of GTHL Speak Out Policy, which was revised in March 2007 September 2011 and November 2015.

1. SCREENING PROCESS

- 1.1** The GTHL will conduct the following 10-step screening process for GTHL Personnel and recommends that each of its Member Associations follow the same 10-step screening process within their respective jurisdictions. Steps 1.9 and 1.10.2 of the 10-step screening process are mandatory for all Organizations within the jurisdiction of the OHF.
- 1.2** 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.
- 1.3 Position Design (Appendix F)**
- 1.3.1** 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.
- 1.4 Position Description (Appendix F)**
- 1.4.1** Develop and maintain descriptions that define responsibilities, expectations and levels of supervision for each staff and volunteer position.
- 1.5 Application Form (Appendices G & H)**
- 1.5.1** Prepare and make available appropriate forms for staff and volunteers and if the position requires other screening measures (medical exam, driver's record, CRC/VSS) the application form will so indicate.
- 1.6 Formal Recruitment Process**
- 1.6.1** Post all staff and volunteer positions and indicate that screening is a part of the application process.
- 1.7 Conduct Interviews**
- 1.7.1** 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.
- 1.8 Reference Check**
- 1.8.1** Implement a standard reference check questionnaire and follow through with candidate's list of references.
- 1.9 Criminal Record Check (CRC)/Vulnerable Sector Screening (VSS) (see Definitions)**
- 1.9.1** The following individuals who are associated with the GTHL and its Member Associations must adhere to the GTHL Screening Policy:
- members of the Boards of Directors;
 - full time staff, part time staff, interns and volunteers;
 - Team Officials (including but not limited to Head Coaches, Assistant Coaches, Trainers and Managers);
 - On-ice Officials; and
 - anyone else who, through their duties on behalf of the GTHL, or any of its Member Associations, may work with children.
- 1.9.2** The GTHL requires that a person identified in 1.9.1 submit a Criminal Record Check and a Vulnerable Sector Screening that has been completed in the six (6) months prior to submission.

Individuals identified in 1.9.1 aged 17 and under will not be required to provide a Criminal Record Check in accordance with the Police Record Check Reform Act (PRCRA).

- 1.9.3** Every three (3) years following the initial check, a person identified in 1.9.1 need only complete a Criminal Records Check/Vulnerable Sector Screening Check. (Example: Year one CRC/VSS, year two Criminal Offence Declaration Form (CODF), year three CODF and year four CRC/VSS). If an On-ice Official recertifies on- line, the CRC/VSS or CODF must be submitted directly to the OHF. If an On-ice Official recertifies in class, the CRC/VSS or CODF must be handed in at the clinic in a sealed envelope with the person's name printed on the front
- 1.9.4** Any check submitted that is older than six (6) months must be accompanied by a Criminal Offence Declaration Form (CODF). A notarized sworn document may also be used as an alternative to the Criminal Offence Declaration Form and a receipt from the local police station indicating that the process has been initiated for an updated CRC/VSS, which must be provided to the GTHL or Member Association, as the case may be, or to the OHF in the case of an On-ice Official.
- 1.9.5** All staff members, volunteers and On-ice Officials with the Organization MUST complete a Criminal Offence Declaration Form as required (see Appendices D & E). Recommended completion is as follows:
- (a) Full time staff – During the appraisal process and every three years.
 - (b) Part time staff/students/interns – At start of term and every year thereafter.
 - (c) High Performance Team Staff (where applicable) – At start of term and every year thereafter.
 - (d) Team Officials – Prior to the start of each season.
 - (e) On-ice Officials – at the time of their clinic (see Appendix C).
 - (f) Board members and other volunteers – Prior to the start of each season.
- 1.9.6** Any person identified in 1.9.1 who has been away from the Organization for more than one year is required to complete the Criminal Record Check and Vulnerable Sector Screening upon their return.
- 1.9.7** Previous offences that may exclude a person's application for a position within the GTHL or a Member Association include, but are not limited to, offences against persons, offences involving property or offences related to substance abuse.
- 1.9.8** It is recommended that Billets used within the GTHL be properly screened by their GTHL Member Association and, in addition, complete a Criminal Record Check and Vulnerable Sector Screening.

1.10 Orientation and Training Sessions

- 1.10.1** 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.
- 1.10.2** All Team Officials (including but not limited to Head Coaches, Assistant Coaches, Managers and Trainers) within the jurisdiction of the GTHL are required to be certified in the Speak Out Program or Respect in Sport Activity Leader/Coach Program and the Gender Expression and Identity Training program.

1.11 Supervise and Evaluate

1.11.1 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 Team Official or On-ice Official during a practice or game; or evaluation may include an annual or interim staff appraisal).

1.12 Follow Up

1.12.1 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 Head Coach.

2. SCREENING ADMINISTRATION

2.1 GTHL Responsibility

2.1.1 The GTHL Executive Director (or designate) will maintain records of all GTHL Personnel required to be certified in Speak Out or the Respect in Sport Activity Leader/Coach Program. The Criminal Record/Vulnerable Sector Screening Checks of staff and volunteers of the GTHL (as opposed to the GTHL Member Associations) who are required to submit such information will be directed to and maintained by the GTHL Legal Counsel. The cost of providing such checks will be assumed by the individual.

For On-ice Officials, the OHF or its designate shall be responsible for the collection and retention of Criminal Record Checks and Vulnerable Sector Checks, which must be under the OHF's or its designate's control and secured in a safe storage area.

2.1.2 All personal records maintained by the GTHL and GTHL Legal Counsel will be obtained and secured in compliance with the GTHL Privacy Policy.

2.2 Member Association Responsibility

2.2.1 For the purposes of reporting to the Ontario Hockey Federation and Hockey Canada and policy development, GTHL Member Associations are required to maintain records of all Speak Out or Respect in Sport Activity Leader/Coach Program certified personnel within their jurisdiction and provide relevant statistical information to the GTHL at the conclusion of each season (number of training sessions, e-Learning participants (e.g. Respect in Sport Activity Leader/Coach, Gender Expression and Identity courses) and number of certified participants, etc.).

2.2.2 The Criminal Record Checks of Member Association Personnel who are required to submit such information will be directed to and maintained by the Member Association's Legal Counsel or Professional Designate.

2.2.3 All personal records maintained by the Member Association and Member Association Legal Counsel will be obtained and secured in compliance with the GTHL and/or Member Association Privacy Policy.

2.2.4 Each applicant required to obtain a Criminal Record/Vulnerable Sector Screening Check must pay any applicable fee. It would be the responsibility of the Member Association to determine any reimbursements to the individual.

2.2.5 It is the policy of the GTHL that each Member Association must provide documentation of its Screening Policy implementation efforts to the GTHL on an annual basis when it applies for membership, as follows:

- (a) in the case of a GTHL Club, at the same time as it applies for teams;
- (b) in the case of a Division, on or before March 1st; and
- (c) in the case of an Affiliated Group, on or before June 1st.

This documentation must be provided on a check off form (see Appendix B) and signed by the Member Association President or General Manager. A statistical summary of these reports will be forwarded to the OHF annually.

3. SAFEGUARDS

3.1 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.

- 3.2** A Member Association should have an applicant return the form to an independent Professional Designate as identified by the Member Association. This person should have a “Professional Designation” such as: Police Officer, Chiropractor, Notary Public, Engineer, Banker, Clergy, Doctor, Lawyer, Judge, School Principal, Dentist or Accountant. The Member Association would establish a Review Committee made up of the list of individuals that have a “Professional Designation” to review a Criminal Record Check where a criminal conviction has been identified. The Review Committee’s duties would include comparing the offence to the specific job description and reference checks of that individual and determining the risk involved. If an individual transfers to another Member Association, he or she would be required to provide a new Criminal Record Check and provide any previous Criminal Record Checks that they may have access to. It is the intent that volunteers of a Member Association not have access to other volunteers’ Criminal Record Checks. By using an independent Professional Designate, this risk is minimized.

4. MINIMUM REQUIREMENTS BASED ON POSITIONS

Board of Directors
<ul style="list-style-type: none"> Writing clear position descriptions Requesting/requiring Criminal Record Checks and Vulnerable Sector Screening Conducting orientation and training sessions
Full-time/Part-time Staff, Students/Interns
<ul style="list-style-type: none"> Writing clear position descriptions Requesting/requiring Criminal Record Checks and Vulnerable Sector Screening 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
<ul style="list-style-type: none"> Writing clear position descriptions Requesting/requiring Criminal Record Checks and Vulnerable Sector Screening Conducting orientation and training sessions Respect in Sport Activity Leader/Coach course Gender Expression and Identity Course
On-ice Officials
<ul style="list-style-type: none"> Writing clear position descriptions Requesting/requiring Criminal Record Checks and Vulnerable Sector Screening Respect in Sport Activity Leader/Coach (verify with Member Partner)

5. GTHL CRIMINAL RECORD CHECK POLICY

- 5.1** All individuals holding the title of Team Official (including but not limited to Head Coach, Assistant Coach, Trainer, Assistant Trainer, Manager), On-ice Official and anyone else determined by the Risk Assessment Tool which is contained in Appendix A of the GTHL Screening Policy shall be subject to Criminal Record Checks which include the Vulnerable Sector Screening and a search of the National Sex Offender Registry.
- 5.2** 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 OHF, the GTHL or any Member Association.
- 5.3** 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:
- 5.3.1** Any sexual assault.
 - 5.3.2** Any sexual interference.
 - 5.3.3** Any sexual exploitation.
 - 5.3.4** Any invitation to sexual touching.
 - 5.3.5** Any indecent acts and/or exposure.
 - 5.3.6** Any making, distributing, possessing or sale of child pornography.
 - 5.3.7** Any indictable criminal offences for child abuse.
 - 5.3.8** Luring a child.
 - 5.3.9** Voyeurism.
 - 5.3.10** Any offence for trafficking and/or importing and/or possession for the purpose of trafficking of any drugs and/or narcotics.
 - 5.3.11** Any production of a substance (specifically, as defined in the Controlled Drug and Substances Act - C.D.S.A.).
 - 5.3.12** Any other indictable criminal code offences such as murder, manslaughter, incest, abduction, extortion, perjury, bribery and influencing, explosive substances offences, arson related offences, counterfeiting and conspiracy.
- 5.4** Offences for which disqualification from participation is 10 (ten) 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:
- 5.4.1** Assault with a weapon.
 - 5.4.2** Assault causing bodily harm.
 - 5.4.3** Aggravated assault.
 - 5.4.4** Any current prohibitions or probation orders forbidding the individual from having contact with children under the age of 14.
 - 5.4.5** Robbery.
 - 5.4.6** Any other offences pertaining to violence, whether or not involving weapons.
 - 5.4.7** Any indictable criminal code offences related to impaired driving and/or care and control and/or drive over 80 milligrams.
- 5.5** Offences for which disqualification from participation is 3 (three) 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:
- 5.5.1** Assault.
 - 5.5.2** Threatening.

- 5.5.3 Any possession of a substance (specifically, as defined in the Controlled Drug and Substances Act - C.D.S.A.).
 - 5.5.4 Any theft and/or fraud and/or related offence (applicable to a person while in a Position of Trust of Finances).
 - 5.5.5 Any convictions pertaining to illegal substances, other than for manufacture, distribution and/or trafficking.
 - 5.5.6 Any firearm related offences (other than use of firearm in the commission of an offence, see above).
 - 5.5.7 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.
- 5.6 Multiple (non-indictable) offences for impaired driving from alcohol and/or drugs.
- 5.6.1 Any individual that has two or more offences within the previous ten (10) years s deemed ineligible.
 - 5.6.2 Once an individual has only one offence in the past ten (10) years they may at their option apply for hearing to request reinstatement in accordance with paragraph 6.
 - 5.6.3 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).
- 5.7 Offences for which the individual has to abide by specific criteria as a participant.
- 5.7.1 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.
 - 5.7.2 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.

The GTHL and its Member Associations shall each appoint a Professional Designate to be responsible for the collection and retention of Criminal Record Checks and Vulnerable Sector Screening Checks, which must be under the designate’s control and secured in a safe storage area separate from League or Association files.

For On-ice Officials, the Ontario Hockey Federation or its designate shall be responsible for the collection and retention of Criminal Record Checks and Vulnerable Sector Screening Checks, which must be under the OHF’s or its designate’s control and secured in a safe storage area.

6. CRIMINAL RECORD CHECK HEARING PROCESS

- 6.1 In the case of any participant who is deemed ineligible under 5.4 or 5.6.2, the hearing process referred to therein is administered by the OHF and governed by Section 6 of the OHF Screening Policy, which can be accessed at:

https://www.ohf.on.ca/media/5w2pnt4s/ohf_screening_policy_5.pdf

7. AMENDMENTS

- 7.1 Any amendments to the Screening Policies of Hockey Canada and/or the Ontario Hockey Federation shall automatically amend this Policy.

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
- ➡ Criminal Record Check/Vulnerable Sector Check Requirement
- ➡ Regular supervision
- ➡ Participant evaluation of position
- ➡ Specific behaviour code is provided



APPENDIX B - GTHL SCREENING POLICY REPORTING FORM

As required by Section 2.2.5 of the GTHL Screening Policy, each GTHL Member Association must provide documentation of its Screening Policy implementation efforts to the GTHL on an annual basis when it applies for membership, as follows:

- (a) in the case of a GTHL Club, at the same time as it applies for teams;
- (b) in the case of a Division, on or before March 1st; and
- (c) in the case of an Affiliated Group, on or before June 1st.

The Member Association must indicate below the status of each of the 10 Steps of Screening (see Section 1 of the GTHL Screening Policy for details).

	Implemented	Working Towards
1) Position Design(s)	<input type="checkbox"/>	<input type="checkbox"/>
2) Position Description(s)	<input type="checkbox"/>	<input type="checkbox"/>
3) Application Form and Process	<input type="checkbox"/>	<input type="checkbox"/>
4) Recruitment	<input type="checkbox"/>	<input type="checkbox"/>
5) Interviews	<input type="checkbox"/>	<input type="checkbox"/>
6) Reference Checks	<input type="checkbox"/>	<input type="checkbox"/>
7) Criminal Record / Vulnerable Sector Screening Checks	<input type="checkbox"/>	<input type="checkbox"/>
8) Orientation and Training	<input type="checkbox"/>	<input type="checkbox"/>
9) Supervision / Evaluation	<input type="checkbox"/>	<input type="checkbox"/>
10) Participant Follow Up	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Explanations: _____

Member Association Name: _____

Member Association
President/General Manager: _____

Date: _____



APPENDIX C - ON-ICE OFFICIALS

Eligibility to Officiate

All On-ice Officials over the age of 18 years must submit their Criminal Record Check (CRC)/Vulnerable Sector Screening Check (VSS) or Criminal Offence Declaration Form (CODF) at the time of their clinic/camp/school. Once submitted, the On-ice Official is considered a member in good standing for the current officiating season unless deemed ineligible through review of the CRC/VSS or CODF.

In accordance with the Police Record Check Reform Act (PRCRA), On-ice Officials aged 17 and under will not be required to provide a CRC/VSS.

The renewal period for a CRC/VSS will be every three (3) years. (Example: Season one CRC/VSS, Season two CODF, Season three CODF and Season four CRC/VSS). All On-ice Officials aged 18 and over must adhere to this policy. A notarized sworn document may also be used as an alternative to the Criminal Offence Declaration Form.

The CRC/VSS shall not be more than 6 months old when submitted. Any check submitted that is older than six (6) months must be accompanied by a CODF and a receipt from the local police station indicating that the process has been initiated for an updated CRC/VSS. Once the updated CRC/VSS is received, it should be forwarded direct to:

Ontario Hockey Federation
Unit 9, 400 Sheldon Drive,
Cambridge, Ontario N1T 2H9
Attention: Criminal Record Check Inspector

Please note that a Criminal Offence Declaration Form is not a substitute for a CRC/VSS.

The CRC/VSS, CODF, CRC Receipt document(s), as applicable, must be placed in a sealed envelope with the On-ice Official's name printed on the front and submitted to the clinic person designated for collection.

The OHF will be responsible to communicate to the GTHL if an On-ice Official has complied with these requirements and is eligible or ineligible to officiate.

The cost of providing a CRC/VSS will be assumed by the individual.

APPENDIX D - CRIMINAL OFFENCE DECLARATION FORM FOR STAFF & VOLUNTEERS

CRIMINAL OFFENCE DECLARATION

Full Legal Name: _____
Date of Birth: _____
Month/Day/Year
Position: _____
Affiliation: _____

Failure to execute this process will be a violation of the GTHL Screening Policy, which 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 or outstanding charges for offences under the Criminal Code of Canada as specified in the GTHL 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 or outstanding charges for offences in any other country up to and including the date of this declaration for which a pardon has not been issued or granted.

OR

I have the following convictions for offences under the Criminal Code of Canada as specified in the GTHL Screening Policy for which a pardon under the Criminal Records Act (Canada) has not been issued or granted:

I have the following convictions for offences in another country as specified in the GTHL Screening Policy for which a pardon has not been issued or granted:

Supplementary information, including outstanding Charges, Warrants and Orders:

DATE	LOCATION	OFFENCE	DISPOSITION

Any questions can be directed to the GTHL office.

Signature: _____ Date: _____

Please complete and submit in a sealed envelope, with your name printed on the front, to:

- the GTHL Legal Counsel in the case of GTHL Personnel, or
- the independent Professional Designate in the case of Member Association Personnel.

Office Use Only:	Received on _____
	Recorded by _____



APPENDIX E - CRIMINAL OFFICE DECLARATION FORM FOR ON-ICE OFFICIALS

CRIMINAL OFFENCE DECLARATION

Full Legal Name: _____

Date of Birth: _____
Month/Day/Year

Telephone Number: _____

E-mail Address: _____

Referee Number (if any): _____

OHF Member (please circle): GTHL OMHA OWHA Alliance NOHA OHA

Clinic Location: _____ Clinic Date: _____

Failure to execute this process will be in violation of the OHF Screening Policy, this will mean that the official 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 or outstanding charges for offences under the Criminal Code of Canada as specified in the OHF 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 or outstanding charges for offences in any other country up to and including the date of this declaration for which a pardon has not been issued or granted.

OR

I have the following convictions for offences under the Criminal Code of Canada as specified in the OHF Screening Policy for which a pardon under the Criminal Records Act (Canada) has not been issued or granted:

I have the following convictions for offences in another country as specified in the GTHL Screening Policy for which a pardon has not been issued or granted:

Supplementary information, including outstanding Charges, Warrants and Orders:

DATE	LOCATION	OFFENCE	DISPOSITION

Any questions can be directed to the OHF office.

Signature: _____ Date: _____

Please complete and submit in a sealed envelope, with your name printed on the front, and bring to the clinic that you are attending.

OHF Office Use Only:	Received on _____
	Recorded by _____



APPENDIX F - 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?

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: House League Head Coach

The following is a sample Head Coach position design and description:

POSITION TITLE:	House League Head Coach
VULNERABILITY OF PERSONS SERVED:	Work directly with young children between ages of 5 and 15
LOCATION:	Local Arena Facility, public setting
PURPOSE OF POSITION:	To teach skills, supervise children and create a safe, social and welcoming environment for the players
RISK LEVEL:	High, working in close proximity to children
TIME COMMITMENT:	1 weekend game and 1 week night practice, 2 tournaments per season, year-end banquet
ACTIVITIES & RESPONSIBILITIES:	Oversee all team activities Manage the safety of the participants Comply and ensure compliance of their team with the rules, regulations, policies and processes of the team, league, club, and association, GTHL, OHF and Hockey Canada
SKILLS, QUALIFICATIONS:	Caring, friendly and patient attitude Ability to communicate with parents and children Must be certified in Speak Out or Respect in Sport Activity Leader/Coach Must have Coach Level certification Criminal Record Check/Vulnerable Sector Screening
BOUNDARIES & LIMITATIONS:	The Head Coach is bound by the GTHL Code of Conduct and all rules, regulations, by laws, articles and policies of the GTHL.
ORIENTATION & TRAINING:	All new Coaches will be provided with an orientation prior to the start of the season.
SUPERVISION & SUPPORT:	The Head Coach is responsible to the club, association, league President and Board of Directors.
BENEFITS:	All Head Coach positions are eligible for various volunteer awards.

APPENDIX G - SAMPLE APPLICATION FORM FOR STAFF & VOLUNTEERS

GTHL APPLICATION FORM

This form is to be completed and forwarded to the GTHL Office 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				

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

Screening

The Greater Toronto Hockey League 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 Criminal Record Check and a Vulnerable Sector Screening Check.

Signature: _____ Date: _____

I hereby acknowledge that the information provided above is accurate to the best of my knowledge.



APPENDIX H - COACHING STAFF APPLICATION FORM

Team applying to Coach: First Choice

Team (e.g. AAA, AA, A, Select, House League)	Age Category
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Team applying to Coach: Second Choice

Team (e.g. AAA, AA, A, Select, House League)	Age Category
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Team Presently Coaching:

Club/Association Name	Team (e.g. AAA, AA, A, Select, House League)	Age Category
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A valid Criminal Record Check/Vulnerable Sector Screening Check (CRC/VSS) must accompany this application form for all persons listed below if one has not been previously submitted to the Club/Association concerned. A CRC/VSS must be submitted every three (3) years. Please place CRC/VSS in a sealed envelope with the person's name and "Criminal Record Check" shown on the envelope.

1. Head Coach

First Name		Last Name	
Address			
City/Town	Postal Code	Telephone Number - Home	
Telephone Number - Mobile	Telephone Number - Business	Email	
Criminal Record Check/Vulnerable Sector Screening Date issued -		Coach Certification - Mandatory Cert. Number - Level -	
Initiation Program Certification - Mandatory for Novice House and Initiation Program Cert. Number -			
Body Checking – Mandatory for all Representative Coaches and Assistant Coaches Cert. Number -			
Trainers Certification Level - Cert. Number - Expiry Date -		Speak Out or Respect in Sport Coach/Activity Leader Certification Cert. Number -	

2. Assistant Coach

First Name		Last Name	
Address			
City/Town	Postal Code	Telephone Number - Home	
Telephone Number - Mobile	Telephone Number - Business	Email	
Criminal Record Check/Vulnerable Sector Screening Date issued -		Coach Certification - Mandatory Cert. Number - Level -	
Initiation Program Certification- Mandatory for Novice House and Initiation Program Cert. Number -			
Body Checking - Mandatory for all Representative Coaches and Assistant Coaches Cert. Number -			
Trainers Certification Level - Cert. Number - Expiry Date -		Speak Out or Respect in Sport Coach/Activity Leader Certification Cert. Number -	

3. Assistant Coach

First Name		Last Name	
Address			
City/Town	Postal Code	Telephone Number - Home	
Telephone Number - Mobile	Telephone Number - Business	Email	
Criminal Record Check/Vulnerable Sector Screening Date issued -		Coach Certification - Mandatory Cert. Number - Level -	
Initiation Program Certification- Mandatory for Novice House and Initiation Program Cert. Number -			
Body Checking - Mandatory for all Representative Coaches and Assistant Coaches Cert. Number -			
Trainers Certification Level - Cert. Number - Expiry Date -		Speak Out or Respect in Sport Coach/Activity Leader Certification Cert. Number -	

4. Trainer

First Name		Last Name	
Address			
City/Town	Postal Code	Telephone Number - Home	
Telephone Number - Mobile	Telephone Number - Business	Email	
Criminal Record Check/Vulnerable Sector Screening Date issued -		Coach Certification - Cert. Number - Level -	
Initiation Program Certification - Cert. Number -			
Body Checking Certification Cert. Number -			
Trainers Certification Level - Mandatory Cert. Number - Expiry Date -		Speak Out or Respect in Sport Coach/Activity Leader Certification Cert. Number -	

5. Manager

First Name		Last Name	
Address			
City/Town	Postal Code	Telephone Number - Home	
Telephone Number - Mobile	Telephone Number - Business	Email	
Criminal Record Check/Vulnerable Sector Screening Date issued -		Coach Certification - Cert. Number - Level -	
Initiation Program Certification - Cert. Number -			
Body Checking Certification - Cert. Number -			
Trainers Certification Level - Cert. Number - Expiry Date -		Speak Out or Respect in Sport Coach/Activity Leader Certification Cert. Number -	



6. Coaching Experience:

7. List all Coaching Staff suspensions your team has received this past season

Name	Number of Games	Offence

An Interview may be required before a Coach and the Staff is selected.

Please forward application to:

- Name:**
- Address:**
- City/Town:**
- Postal Code:**
- Email address:**

