



FREDERICTON YOUTH HOCKEY ASSOCIATION CRIMINAL RECORD SEARCH POLICY

POLICY OBJECTIVE

The Fredericton Youth Hockey Association (FYHA) owes a duty of care to its members, volunteers, and the community. We are committed to creating and maintaining a safe environment for our participants. In an effort to protect the youth involved with the FYHA, we now require all team officials (those rostered with the Hockey Canada registry) to complete a criminal record search with their local police department. Once received and approved, applying team officials must submit their criminal record search with their volunteer application form; otherwise, the individual will not be accepted to that position.

EFFECTIVE DATE

This FYHA policy is effective May 1, 2010.

POLICY STATEMENT

It is FYHA policy that:

- 1) Volunteers working closely with players and holding positions of authority be screened using criminal record searches;
- 2) The criminal record search is a mandatory personnel screening tool;
- 3) Criminal record searches are required for each volunteer once every three years;
- 4) FYHA volunteers must complete the criminal record search process before they apply for a position. A volunteer application will not be accepted unless the criminal record search is submitted at the same time.

APPLICATION

This policy applies to all FYHA recreational league and competitive league program team officials, including, but not limited to, coaches, assistant coaches, trainers, and managers.

POLICY REQUIREMENTS

Individuals with past *Criminal Code* convictions, five years or more recent, may not be accepted for a volunteer position with a team.

These offences include, but are not limited to the following:

- Individuals with past convictions for criminal driving offences, including but not limited to impaired driving.
- Individuals with past convictions for drug offenses under the CDSA or its predecessor.
- Individuals with past convictions for any violent offense, whether or not it involved weapons.

Individuals with past *Criminal Code* convictions for the following offenses will not be considered for a volunteer position with a team.

- Physical or sexual assault
- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 18
- Indictable criminal offenses for child abuse
- Sexual exploitation
- Sexual interference
- Invitation to sexual touching
- Individual listed on the sex offender registry

Applicants may be rejected as a result of other information gained during the criminal record search process or as a consequence of other factors.

PROCESS

The FYHA will accept a completed criminal record search by an applicant three months or more recent. A criminal record search completed for another association (ie. Boy Scouts) in the three month time period will also be accepted.

Individuals living within the city limits will print off the criminal record search application form on the FYHA website along with the volunteer form and submit both forms to City Hall along with payment of \$10.00 + tax. The individual will pick up the completed search at the Fredericton police station (311 Queen Street) after ten working days and present two pieces of identification. One piece must bear photograph and signature (ie. driver's license).

Individuals living outside the city limits will complete the process through the RCMP in Oromocto.

The FYHA does not cover the cost of the criminal record search. The individual applying to volunteer with the association will pay the fee.

MONITORING/RECORDS

- 1) The FYHA Executive Director will maintain a master list of individuals who have completed the criminal record search;
- 2) The FYHA Division Coordinators will provide the Executive Director with updated and accurate lists of all volunteers associated with each team each season in order to cross reference names in an effort to ensure compliance with the program.

POLICY APPROVAL DATE

This FYHA Policy was approved by the FYHA Board of Directors on April 14, 2010.