

BACKGROUND CHECKS



PURPOSE

The purpose of this policy is to outline the requirements and processes associated with the submission of a Background Check (which shall mean both a Criminal Record Check and Vulnerable Sector Check) for those individuals applying for coaching positions.

SECTION 1: MANDATORY SUBMISSIONS

- 1.1 All individuals aged 18 years of age or older by December 31st, that are interested in a head coach or assistant coach position shall ensure that a valid Background Check is submitted to the Coaching Coordinator prior to the team's first ice time.
- 1.2 No individual that is required to have a Background Check shall be permitted on the ice or alone in a dressing room with a player prior to receiving approval that their Background Check has been accepted by the CMHA.
- 1.3 Criminal Record and Vulnerable Sector Checks shall be valid for a period of two (2) years
- 1.4 The CMHA shall ensure that appropriate documentation is developed to support the individual in their pursuit to obtain the required Background Checks and will reimburse individuals in the event that a cost is incurred.

SECTION 2: EVALUATION PROCESS

- 2.1 In the event that a Background Check is submitted that demonstrates a positive check the Organization may seek additional clarity from the individual surrounding the details of the positive check. The individual may, for their personal privacy, choose to withdraw their application rather than proceed with further evaluation steps.
- 2.2 Unacceptable Convictions: No individual will be approved for a head coach or assistant coach position with any of the following convictions:
 - a) Sexual Assault (in the last ten years)
 - b) Assault on a child (Child Abuse)
 - c) Any sexual offence that involves a victim under 18 years of age
 - d) Trafficking an illegal substance

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2.3 Discretionary Convictions: Individuals with any of the following convictions and/or charges may be ineligible to be appointed for a head coach or assistance coach position, pending Review Board consideration:

- a) Driving convictions (Criminal Negligence, Impaired driving, Driving with Blood Alcohol over .08 etc)
- b) Drug offence convictions
- c) Violent Offences (Assault, Robbery etc)
- d) Any physical assault, including family violence

2.4 Discretionary Criminal Charges: Individuals with any of the following criminal charges may be ineligible to be appointed for a head coach or assistance coach position, pending Review Board consideration:

- a) Driving convictions (Criminal Negligence, Impaired driving, Driving with Blood Alcohol over .08 etc)
- b) Drug offence convictions
- c) Sexual Assault or Violent Offences (Assault, Robbery etc)
- d) Any physical assault, including family violence
- e) Assault on a child (Child Abuse)
- f) Any sexual offence that involves a victim under the age of 18
- g) Trafficking an illegal substance

2.5 In the event that a Background Check is flagged by the Coach Coordinator due to an above listed conviction or charge, or in their discretion, a similar conviction or charge requiring additional review, the Coach Coordinator shall establish a Review Board consisting of three (3) Board Members. Any decision of the Review Board may be appealed in accordance with the Carstairs Minor Hockey Association Appeal Policy.