



MISSISSAUGA GIRLS HOCKEY LEAGUE

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Background Check Policy

REVISED

Created August 2016

PURPOSE

The purpose of this policy is to comply with the *Police Records Checks Reform Act* (effective December 2015) as a volunteer organization. This policy also complies with the OWHA Screening policy.

SCOPE

Volunteers including all bench staff (coaches, assistant coaches, trainers, managers) at all levels of the organization (House League, Rep, Women's League) and Executive.

GUIDELINES

The process for obtaining a Vulnerable Sector Check (VSC) or Police Record Check (PRC) is as follows:

1. All team officials (including but not limited to head coaches, assistant coaches, trainers and managers) and anyone who, through their duties on behalf of the MGHL may work with children/youth must have a VSC and PRC
2. The VSC, PRC and/or the Declaration must be submitted to the MGHL President by September 30 each year or the individual will not be eligible to volunteer.
3. All volunteers may submit an original of their VRC or PRC. The MGHL President must receive any originals, although they may be submitted through each team as appropriate.
4. Volunteers wishing to keep their original copy must follow the steps below:
 - a. The Volunteer must present the original VRC or PRC and a copy of the original to the the MGHL President and one other Executive (or designates). They must see the original together, in person, at the same time.
 - b. The MGHL President and other Executive (or designates) must sign and date a standardized memo stating that they have seen the VRC or PRC and the date on which it was issued.
 - c. That memo will be stored with a copy of the VRC or PRC.
 - d. It is the responsibility of the volunteer to copy and bring the VRC or PRC.
5. All records will be stored in a secure location, in compliance with the Privacy and Record Retention Policy.

Once a VSC has been received by the MGHL, there is no further need to submit another VSC. A PRC is required every 3 years. Any VSC and/or PRC submitted that is older than 6 months must be accompanied by a Criminal Office Declaration Form. Any person identified above who has been away from the MGHL for more than one year is required to complete a VSC or PRC upon their return.

Example:

Year one: team official submits VSC

Year two: team official submits Criminal Offence Declaration Form

An Affiliate of



Year three: team official submits Criminal Offence Declaration Form
Year four: The VSC submitted in year one is valid for 3 years. In year four, a team official must obtain a minimum of a PRC. A VSC is not required because any criminal charges will be reflected on the PRC.

The MGHL President will maintain records of the above checks/declarations. Security safeguards will be implemented to ensure that all personal information is protected from theft as well as unauthorized access, disclosure, copying, use or modification thereof. These security safeguards include keeping the information in a locked file with access only to the President of the MGHL.

The MGHL cannot accept other volunteer or work-related screening as confirmation of eligibility to volunteer within the MGHL unless it is no more than six months old. The MGHL must have a copy of the VSC and PRC for our records. If a VSC or PRC was completed for the purposes of another association or employment and it is no more than six months old, arrangements can be made to notarize a photocopy of the VSC by contacting the President of the MGHL.

Forms VSC and/or PRC are dictated by the relevant Police Service. The MGHL has agreements with Peel Regional Police and the Toronto Police Service

Certain offences showing up on the VSC or PRC will deem an individual ineligible to volunteer. Also, certain offences disqualify an individual to volunteer for a period of three years from the expiration of the penalty imposed. For more information, please contact the MGHL President.

For Peel Residents: obtain a form from the MGHL President and follow the instructions on the form.

For Toronto Residents: obtain a form from the MGHL President and follow the instructions on the form. There is a fee for the check and the MGHL is not responsible for any costs incurred.

Outside of Peel: volunteer attends at their local police station to request a Vulnerable Sectors Check or a Police Records Check. Once obtained, please contact the MGHL President to meet to verify the check. Please provide a photocopy of the check and bring the original for verification purposes.

Checks may also be obtained through www.mybackcheck.com. Please forward a copy of the check to the MGHL President. *Note: the MGHL is not responsible for any costs incurred.*

OWNERSHIP

Please contact the MGHL President at President@MGHL.ca with any questions or concerns regarding this policy.