



# MISSISSAUGA GIRLS HOCKEY LEAGUE

Iceland Arena | 705 Matheson Blvd. E. | Mississauga, ON | L4Z 3X9  
Info@MGHL.ca | www.MGHL.ca

## MGHL BACKGROUND CHECK POLICY

### EFFECTIVE DATE

Approved, Version 1.0: August 2016; Revised, Version 1.1: August 8, 2024

### 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

This Policy applies to all volunteers including all bench staff (coaches, assistant coaches, trainers, managers, staff, skills coaches, dressing room monitors and third-party skills coaches) at House, Rep and Women's League divisions (U7 through Senior) of the MGHL.

### GUIDELINES

#### 1.0 VULNERABLE SECTOR SCREENING PROCESS

The process for obtaining a Vulnerable Sector Check (VSC) is as follows:

- 1.1. Anyone who works with children on behalf of the MGHL over the age of 17 (including, but not limited to, head coaches, assistant coaches, trainers, managers, staff, skills coaches, on-ice volunteers, dressing room monitors and third-party skills coaches) must have a VSC.
- 1.2. Applications for a VSC are dictated by the relevant Police Service in the region of residence.
  - 1.2.1. **For Peel Residents:**
    - 1.2.1.1. Create or login to your account here: <https://rec-check.peelpolice.ca/>
    - 1.2.1.2. Follow the instructions to complete the online request. Upon submission, you will be asked whether to receive an electronic (PDF) or hardcopy. If you chose a hardcopy you will still need to submit a PDF via the [OHF Screening Submission Portal](#) before being added to any team roster. Images or other formats will not be accepted.
    - 1.2.1.3. Download a copy of the transaction receipt (this will also be emailed to you.) This may be required if the VSC is not completed in time.
  - 1.2.2. **For Toronto Residents:**
    - 1.2.2.1. Create or login to your account here: <https://www.tps.ca/services/police-record-checks/>



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- 1.2.2.2. Follow the instructions to complete the online request. The TPS OHF Agency Code is: 202309TPSONC78E2
- 1.2.2.3. Download a copy of the transaction receipt. This may be required if the VSC is not completed in time.
- 1.2.3. **Outside of Peel:** Search for Vulnerable Sector Check in your city of residence and follow the prompts to apply.
- 1.3. If a letter from the association is required as part of the application process, download the [MGHL VSC Level 3 for Volunteers Letter](#).
- 1.4. There are costs associated with obtaining your VSC. The MGHL is not responsible for any costs incurred.
- 1.5. Certain offences showing up on the VSC will deem an individual ineligible to volunteer, as outlined in the [OHF Screening Policy](#). 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 [Vice-President](#).

## 2.0 RECORD SUBMISSION

- 2.1. Once the VSC has been obtained, upload the PDF to the [OHF Screening Submission Portal](#). You will require your Hockey Canada Registry (HCR) Number to complete this process. Download the instructions on [Obtaining Your HCR and Submit Your VSC Online](#).
  - 2.1.1. A Criminal Offence Declaration is included in the online submission process and must be completed.

## 3.0 SUBMISSION FREQUENCY

- 3.1. A VSC is required every three (3) years.
- 3.2. Annually, you must also complete the online declaration details on [OHF Screening Submission Portal](#). You will be required to re-upload the PDF of the VSC and then complete the declaration details.
- 3.3. Any person identified above who has been away from the MGHL for more than one year is required to complete a VSC and Criminal Offence Declaration, submitted online via the [OHF Screening Submission Portal](#), upon their return.

## OWNERSHIP

Please contact the MGHL Vice-President at [VP@mghl.ca](mailto:VP@mghl.ca) with any questions or concerns regarding this policy.