



Criminal Record Checks

Volunteer roles within HCMHA require a certain degree of scrutiny to ensure a safe environment for all of our association members. HCMHA is committed to promoting a safe environment for all participants (Players, Coaches, Parents, Volunteers, etc)

This policy and attached flow sheet has been created using Hockey Alberta's Criminal Record check policy.

Certain volunteer roles, especially HCMHA Board positions, will need to adhere to a stricter policy for prior convictions.

The HCMHA Board of Directors have the right to refuse or restrict persons with a criminal record check longer than 5 years at their discretion in order to best serve the interests of the association at large.

Coaches

All new coaches will be required to complete a Criminal Record Check including vulnerable sectors. This check must be pulled in the jurisdiction where you live (ie. Turner Valley/Black Diamond, Okotoks, Rural). You will need to take the request from the association and 2 pieces on government issued ID to the RCMP detachment. Most detachments won't charge for this service for volunteers.

Returning Coaches will be required to complete a standard criminal record check (without vulnerable sectors) every three years.

Board Members

All new board members will be required to complete a Criminal Record Check. This check must be pulled in the jurisdiction where you live (ie. Turner Valley/Black Diamond, Okotoks, Rural). You will need to take the request from the association and 2 pieces on government issued ID to the RCMP detachment. Most detachments won't charge for this service for volunteers.

The criminal record check will be good for the term of the volunteer position but will need to be redone if a new position is appointed or the 2 year term is extended.

Please refer to the attached flow chart on how to proceed with a positive criminal record check or pending criminal charges.

Please note that every HCMHA Coach or Board member is required to inform the HCMHA Board of directors immediately if charged or convicted of any criminal offense.