



Vulnerable Sector Screening Policy

Intent

Protecting the health and safety of our players is integral to Red Circle Hockey Club's (RCHC) commitment to providing a positive environment where players can grow their hockey skills and have fun. As such, it is imperative that all coaches, assistant coaches, board members and referees undergo vulnerable sector screening to ensure their suitability for a leadership role at RCHC. The purpose of this policy is to outline RCHC's requirements for obtaining vulnerable sector screening clearance and related matters.

Definitions

- Risk Management Committee – is an independent committee of the Board of Directors that has oversight of RCHC's health and safety responsibilities. The purpose of the Risk Management Committee is to manage health and safety risks related to player injuries and concussions, vulnerable sector checks and the enforcement of various RCHC health and safety policies.

Policy/Procedure

Vulnerable Sector Checks

Requirements

All coaches, assistant coaches, board members, chaperones and referees (age 19+) are required to complete a Vulnerable Sector Check (VSC) in order to coach, referee, supervise or act as a board member at RCHC. The VSC must be obtained no earlier than April 1st for the upcoming season and must specifically be obtained for RCHC. VSCs must be obtained at the individual's local police station and cannot be obtained using a third party. Please be aware that the applicant's name on the VSC must match their registration name to be valid.

As coaching assignments are not finalized until the middle of October, individuals seeking a coaching role have until November 15th to provide their VSC for the current season. Referees must also submit their VSC by November 15th. Board members must submit their VCS to RCHC no later than September 15th – prior to any interactions with players. VSCs must be submitted to the Risk Management Committee to ensure confidentiality is maintained. Any individual who does not provide their VSC by the due date will be asked to resign their position at RCHC.

Renewals

As of 2021, all coaches, assistant coaches, board members, chaperones and referees (age 19+) are required to complete a Vulnerable Sector Check (VSC) each year. We no longer accept *Offence Declaration Forms* for successive years.



Temporary Authorization

RCHC understands that obtaining VSC's takes time and that commitments to coach or referee in our leagues can be delayed until closer to the start of hockey activities. As such, individuals who plan on participating at RCHC as a coach, assistant coach or referee and who have not yet submitted their VSC must sign a *Screening Disclosure Form* prior to their first assignment (game or practice). The *Screening Disclosure Form* acts in lieu of the VSC until it can be provided to RCHC. However, it does not replace the requirement for the individual to obtain their VSC by the aforementioned deadline.

Parent Volunteers

When the need arises for a parent volunteer to fill in as a coach or assistant coach, he/she is required to sign a *Screening Disclosure Form* prior to commencing their duties or responsibilities. Afterwards, the parent volunteer is required to provide RCHC with a VSC within six (6) weeks. As such, parents should be mindful of adopting a temporary coaching role. If the parent is unable to provide a satisfactory VSC to RCHC their coaching privileges will be revoked. This process ensures that all individuals in roles of authority have been screened appropriately while allowing for some flexibility when a coach or assistant coach is absent.

Review

All VSC's are reviewed by RCHC's Risk Management Committee. A VSC that reveals any offences, convictions or other issues will be assessed by the Risk Management Committee to determine whether the individual should be permitted to act as a coach, assistant coach or referee within the league. In most cases, any offences, convictions or issues related to assault or of a sexual nature will disqualify the individual from becoming a coach, assistant coach or referee. RCHC will provide each disqualified individual with a letter explaining the decision.

Any individuals who knowingly provide false or inaccurate information on their *Offence Declaration Form* or *Screening Disclosure Form* will be disqualified from participation in the league.

Any individual who fails to alert RCHC to any changes that would affect the results of their vulnerable sector screening will be immediately suspended from their role within the league until the risk management committee can review and address the situation.

- Offence Declaration Form
- Screening Disclosure Form