



Vulnerable Sector Screening Selection Policy

Intent

At times, potential coaches, assistant coaches, board members and referees may provide Red Circle Hockey Club (RCHC) with a Vulnerable Sector Check (VSC) that reveals offenses and/or convictions. In these circumstances, the VSC must be reviewed by the Risk Management Chair to determine whether the candidate is suitable for a role at RCHC. The purpose of this policy is to provide a set of guidelines to the Risk Management Chair for making appropriate appointments at RCHC.

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

When a candidate for a coaching, refereeing or board position provides a VSC that contains offenses and/or convictions, the Risk Management Chair should use the following guidelines for determining the candidate's suitability:

- **Suitable** – Summary offenses or convictions such as trespassing, vandalism, drug possession, minor theft, etc.
- **Not Suitable** – Indictable offenses or convictions such as homicide, manslaughter, child abuse, assault, sexual assault or misconduct, etc.
- **Further Review** – Summary or indictable offenses or convictions such as grand theft auto, breaking and entering, fraud, etc. where the offense/conviction is not immediately identifiable as making the candidate suitable or not suitable for a role at RCHC. In such situations, the following steps must be taken:
 - The Risk Management Chair must review the matter with the Risk Management Committee to determine the candidate's suitability.
 - Should the Risk Management Committee be unable to come to a decision, the matter should be brought to the attention of the President for relief.

In all cases, the process for making a determination should be done as expediently as possible. However, completing the review process can take an extended amount of time which may impact the candidate's ability to assume their role by RCHC's standard deadlines. As such, the Risk Management Chair should notify the applicant that their VSC is under review and that they cannot engage in the activities of their role until they have received approval from RCHC.