



ALLIANCE HOCKEY

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ALLIANCE HOCKEY POLICY AND PROCEDURES FOR POLICE RECORD CHECKS

TO: All ALLIANCE Hockey HCOP Officials

FROM: Dan Gibbons, ALLIANCE Hockey Risk Management Chair
John Preston, ALLIANCE Hockey Development Chair

CC: ALLIANCE Hockey Board of Directors
ALLIANCE Hockey Member Associations

SUBJECT: Policy and Procedures for Police Record Checks for ALLIANCE Hockey Referees

The following was adopted by the ALLIANCE Hockey Board of Directors June 2, 2007:

This policy applies to all HCOP Officials registered with ALLIANCE Hockey regardless of age or level officiating in all ALLIANCE Hockey games. ALLIANCE Hockey accepts its significant responsibility with respect to all members.

In general, referees with outstanding Criminal Code convictions, some open-ended, the majority ten years old or more recent or charges pending for certain offenses will not be allowed to referee in ALLIANCE Hockey. These offenses include the following:

- Sexual assault (no time limit)
- Sexual exploitation (no time limit)
- Invitation to Sexual Touching (no time limit)
- Sexual interference (no time limit)
- Physical assault
- Indictable criminal offenses for child abuse
- Outstanding convictions or charges pending for criminal driving offenses, including but not limited to impaired driving (while license suspended)
- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
- Intent to traffic or trafficking in illegal substances
- Possession or other illegal substance convictions
- Any violent offense, whether or not it involved weapons
- Making, distribution or possession of child pornography

NOTE: It should be noted that every referee, once accepted into the ALLIANCE Hockey Officiating Program, is obliged to inform the ALLIANCE Hockey Compliance Officer at the ALLIANCE Hockey Office, if he or she is charged and/or convicted of any of the above listed offenses. Failure to comply with this note shall result in a suspension from the ALLIANCE Hockey Officiating Program.





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PROCESS:

It is important that access to the details in a Police Record Check are gathered and held in extremely confidential conditions. Thus, strict policies have been initiated to ensure the ALLIANCE Hockey Executive, Association Executives and/or Staff are above reproach in regard to confidential information.

All present HCOP Officials registered with the ALLIANCE Hockey shall be required to produce a police record check in a sealed envelope at the ALLIANCE Hockey Recertification clinic that they will be attending for the 2007-2008 hockey season. The envelope containing the police record check will be handed over to the Clinic Coordinator. The Clinic Coordinator will forward all the sealed envelopes to the ALLIANCE Hockey Compliance Officer. The Compliance Officer will verify that a police record check has been received from each attendee at the clinic, review the police record checks and ensure that each referee is in good standing with the policy. Where necessary, the Compliance Officer will notify those referees with a positive police record check of their suspension from the ALLIANCE Hockey Officiating Program. A copy of the suspension notice will be forwarded to the Technical Director - Referees, the local Zone Coordinator, the local Referee-In-Chief and the President of the local Minor Hockey Association.

If the status of the suspended referee changes, he/she shall contact the Compliance Officer for possible reinstatement. The decision to re-instate a referee will be at the discretion of the Compliance Officer.

Re: Local ALLIANCE Hockey Referee Associations or Minor Hockey Associations that currently have a Police Record Check Policy:

For those Referees whose local ALLIANCE Hockey Referee Associations or Minor Hockey Associations currently request that their members submit Police Record Checks to them, ALLIANCE Hockey will accept a copy of the Police Record Checks at the ALLIANCE Hockey Recertification clinics as per the guidelines outlined in the recertification package and below. **These same officials will also be required to complete a Criminal Offence Declaration Form prior to the clinic if their Police Record Check is more than 4 months old (form attached).** If an official is not currently a member of a local Minor Hockey Referee Association or local Minor Hockey Association that has a policy requiring Police Record Checks, that official will be required to obtain a Police Record Check prior to a Recertification Clinic as per the guidelines outlined in the recertification package and below. Copies of Police Record Checks originally obtained for other organizations (i.e. minor baseball) will not be accepted if they are greater than 4 months old.

New officials who are 18 years of age or older attending an ALLIANCE Hockey New Referee Clinic for the 2007-08 hockey season will also be required to comply with the guidelines below.

Police Record Checks:

All adult on-ice officials are to provide Police Record Checks.

All officials, supervisors, and instructors who are 18 years of age or older will require a police record check in order to officiate, supervise or instruct. Once the individual has been cleared, a Police Record Check will be required every 4 years. These Police Record Checks should not be more than 4 months old when submitted.

Guidelines:

- Obtain a Police Record Check





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- Place the Police Record Check in a sealed envelope
- Write your name and "Police Check" on the envelope
- Deliver envelope to Certification/Re-Certification Clinic Administrator

******IMPORTANT: OFFICIALS WILL NOT BE ADMITTED INTO ANY CERTIFICATION CLINIC WITHOUT A POLICE RECORD CHECK.**

For referees crossing-over from the OWHA or moving into the ALLIANCE Hockey area from a Branch outside of the OHF, they shall be responsible for providing a current Police Record Check. Failure to do so will nullify them from officiating in ALLIANCE Hockey until such time that they produce a Police Record Check. Crossover officials from the OMHA, the NOHA, the GTHL and the OHA will not be required to submit a Police Record Check as they will have submitted or signed off on a Criminal Declaration Form already for the 2007-2008 season with the Member Partner they recertified with. The specified Member Partners will provide communication regarding those referees with a positive police record check of any suspensions to the ALLIANCE Hockey Compliance Officer. The ALLIANCE Hockey Compliance Officer will then follow up according to the policy outlined above.

COST:

In Ontario, Police Services normally charge an administration fee for Police Record Checks. Police Services will waive the fee if the applicant is considered a volunteer within the Community. Referees receive a nominal fee for refereeing minor hockey games. Referees also incur expenses to referee minor hockey games, i.e. fees for clinics, equipment, travel, etc. Most Police Services will waive the fee if it can be shown that you are providing a community service, which officiating minor hockey would include. If a fee is incurred, the referee is responsible for that expense.

APPEAL PROCESS:

The decision of the ALLIANCE Hockey Compliance Officer to suspend a referee based on the Police Record Check submitted is final. The suspended referee may call the Compliance Officer to discuss the decision and seek advice on the process to obtain a pardon from Pardons Canada.

The Police Record Check produced for the 2007-2008 season will serve the purpose of this policy given the "NOTE" to notify the ALLIANCE Hockey Compliance Officer of any change in status.

Commencing in 2008, all ALLIANCE Hockey referees who submitted a police record check in the 2007-2008 season will be sent a Criminal Offense Declaration Form with their Re-certification materials to be completed and submitted at their 2008-2009 Re-Certification clinic until the time when their Police Record Check is greater than 4 years old. Once their Police Record Check is approaching the 4th year of eligibility, a letter will accompany the official's recertification package requesting a new Police Record Check needs to be submitted. All new officials attending a new referee clinic will be required to submit a current Police Record Check as per the policy guidelines.

Option available for obtaining a Police Record Check:

3CI – Crime Check Compliance Inc.
<http://www.cccinc.ca/forms.html>





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ALLIANCE Hockey has an agreement with 3CI Crime Check Compliance Inc. For a cost of \$21.60 they will process Police Records Checks once they receive a completed consent to disclosure of personal information form (available for download at <http://www.cccinc.ca/forms.html>).

Procedure

- Fill out 3CI Consent to Personal Information form
- Mail or Fax form to 3CI - Crime Check Compliance Inc. The Fax # and mailing address are on the form
- A Police Record Check will be sent to you
- Place the Check in a sealed envelope and provide the envelope at your Referee Clinic as per the guidelines

If there are any questions or concerns in regard to the above information, please contact Jill White or Tony Martindale at the ALLIANCE Hockey Office.

Thank you for your continued cooperation in regards to the Police Record Check Policy.





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CRIMINAL OFFENCE DECLARATION FORM

Name: _____

ALLIANCE Hockey Member Association: _____

ALLIANCE Hockey Referee Number: _____

Please check any applicable positions:

Instructor: _____ Supervisor: _____ Coordinator: _____

I, _____, hereby declare that:

I have no convictions for offenses under the Criminal Code of Canada as outlined in the ALLIANCE Hockey Police Record Check Policy for Referees, up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

OR

I have the following convictions for offenses under the Criminal Code of Canada as outlined in the ALLIANCE Hockey Police Record Check Policy for Referees, for which a pardon under the Criminal Records Act (Canada) has not been used or granted:

Signature: _____ Date: _____

Please submit in a sealed envelope marked "**Criminal Offence Declaration – Confidential**" to the ALLIANCE Hockey Compliance Officer at your ALLIANCE Hockey Certification Clinic.

Office Use Only:

Received on _____

Recorded by _____

