

# YELLOWKNIFE MINOR HOCKEY ASSOCIATION

## BACKGROUND CHECKS FOR VOLUNTEERS

### POLICY AND PROCEDURES

Approved: 23 August 2007

#### 1.0 INTRODUCTION

The Association is committed to providing its players with a positive hockey experience in a fun and safe environment. This commitment is reflected in Association policies including the Code of Conduct for its members. In addition, the Association requires that all applicants for elected and volunteer positions submit evidence that they have applied to complete a Criminal Records Check (CRC) before assuming their duties. This statement is intended to describe the process for having a CRC completed.

#### 2.0 SCOPE

An application to complete a CRC must be submitted to the RCMP before assuming the duties of any elected or nominated volunteer position.

This requirement applies to all Association programs.

#### 3.0 COMPLETING A CRIMINAL RECORDS CHECK

Completing a CRC involves the following steps:

- 1) Complete the application forms (two) which may be obtained from the appropriate governor or the reception desk at the RCMP Divisional Headquarters.
- 2) Submit the completed forms at the reception desk at the RCMP Divisional Headquarters. (The form must be presented by the named applicant on the form and accompanied by two pieces of identification, one of which is photo identification.)
- 3) The completed form must be accompanied by a letter from the Association (available from the appropriate governor) indicating that the CRC relates to a volunteer position.
- 4) Allow at least 15 working days for completion of the review.
- 5) The RCMP will notify the applicant when the review has been completed.
- 6) Submit the returned form to the appropriate governor.

Please contact the appropriate governor for further details, if required.