



POLICIES AND PROCEDURES

POLICY: Police Record Check

Date Approved: October 17, 2023

Last Reviewed:

Dates of Amendment:

Cross Reference:

POLICY:

Hockey Canada has advised that all Branches have Police Records Checks conducted on all personnel that have authority over or contact with, directly or indirectly, minors. All personnel will have a current Police Records Check and will be subject to provide documentation they had obtained the required police check. This policy cannot be changed by any League, District or Association within HEO and must be strictly adhered to.

ADMINISTRATIVE PROCEDURES:

1. Applies to all Minor Hockey Association executive, coaches, managers, trainers, and any remaining bench staff positions of HEO teams. eighteen years of age and over. Persons turning 18 must have a Police Records Check completed by the age of 19.
2. Police Records Checks are to be updated every three years
3. Police Records Checks must include vulnerable type checks
4. Any new individual through the course of a season must have a Police Records Check. It is understood that compliance sometimes is not as timely as desired as this is a drain on police resources. Individuals may fulfil their duties once they can show they have made application.
5. Associations/Leagues will be shown a hard or electronic copy of the individuals PRC and once verified will upload the PRC information onto the individuals HCR Profile.
6. Individuals who may be charged by the police are required to self-report to their superior.



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7. Individuals are responsible for all costs that may be incurred.

In accordance with In accordance with Hockey Eastern Ontario, Criminal Record Checks must be collected and uploaded by October 31 of the current season.

[6.6 Police Records Check Policy.pdf \(hockeyeasternontario.ca\)](#)