

Step by step process for Child Abuse Registries (CAR) 2007/2008

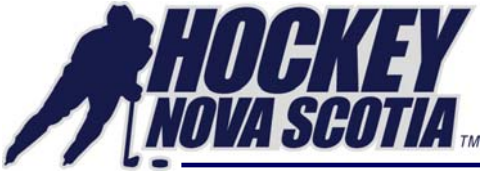
1. Blank forms are requested by the association from the Hockey Nova Scotia Office (Attn – Phil Power, Coordinator Risk Management)
2. The association must perform a check on each volunteer (16 years and older) that would have contact with a minor (this is all coaches, trainers, managers, registrars, on ice officials, and board executive)
3. Checks are good for 3 years from date of receipt. (ex if you do it in September '06 it is good till Sept. '09)
4. The only acceptable form is the form from the HNS office. This form has 4 parts to it. (forms can not be photocopied or duplicated)
 - a. The top section (section “1”) is to be filled out by the HNS office approving the individual that has applied for the search. **DO NOT FILL OUT THE TOP SECTION.**
(The only exception to this as some commissioner of oaths in rural communities want this section filled out, if this is the case; fill it out with the MHA’s info and still forward to the HNS office, as we will place a sticker over it when it gets to the office.)
 - b. **The middle section (section “2”) is the most important section for the individual requesting the search. (coach, etc) All information must be filled out in this section. Any missing fields will result in the form being sent back to the association.**
 - c. **The lower part of the Middle section (section “3”) the applicant must sign the form at the bottom of the middle section to the lower right hand corner.**
THIS MUST BE SIGNED IN FRONT OF A COMMISSIONER OF OATHS.
 - i. **To the left of this section is a section that must be filled out by the person witnessing the signature of the applicant.**
 - ii. **(see attachment for all persons that can witness a signature)**
 - d. The very bottom section (section “4”) is only to be filled out by the department of community services and is the final step in the application process.
5. The forms should now be collected by the risk management person in your association.
6. Forms should be mailed **in bulk** stating which Minor Hockey Association they are coming from, To the Hockey Nova Scotia office;

Hockey Nova Scotia
Attn – Phil Power
6300 Lady Hammond Road, Suite 200
Halifax, NS, B3K 2R6

7. If the form is filled out correctly section 1 will then be stamped, signed and forwarded to the Department of Community Services (by HNS) for final approval.
8. The Department of Community Services will then send the completed results to Phil Power in the HNS office.
9. Should there be a positive hit (in the registry) with the check; Mr. Power and Mr. Pickard will immediately be notified; An official phone call and letter or email will then be sent to
 - The applicant
 - President of the minor hockey association.
 - Chair of Risk Management
10. The criminal records checks and the child abuse registry checks that have come back as a “clean record” will now be inputted into the new Hockey Canada Registry under Clinics to show that their checks have been completed. (this is a great tool as the individual associations can check on their own in the HCR to see who has completed the checks)
11. **Under Regulation nine (900) of the Hockey Nova Scotia Constitution the following is very clear; The responsibility lies with the minor hockey association/team to ensure that all registered coaches, assistant coaches, managers and trainers have completed the screening processes as outlined by the HNS screening policy.**

Should you require any clarification or additional information, please feel free to contact.

Phil Power
Risk Management Coordinator
Hockey Nova Scotia
6300 Lady Hammond Road, Suite 200
Halifax, NS, B3K 2R6
(902) 454-9400
ppower@hockeynovascotia.ca

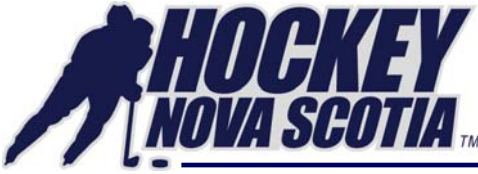


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Fax: (902) 454-3883

POINTS TO REMEMBER

- **REMOVE THE COVER LETTER** (which states how to fill out the form from the dept of comm. Services)
- Do not staple anything to the front of the forms (Association cover letters etc.)
- If you require additional space for names of children or Places of residence, staple it to the back of the form.
- Do not put these forms with the Criminal Records forms if sending them in together. They must both be in separate files.
- Ensure that the form is Legible (remember if I can't read it they can't read it and it will be returned)
- Is All of Section 2 filled out?
- You signed the form in front of the commissioner of oaths (section 3)
- The commissioner of oaths or authorized person has signed and printed name (or stamped)
- Forms are sent to the HNS office (Do **NOT** send to lawyer or to Dept of comm. Services)
- Do not crease the forms as this will add ink to the 2nd page and make it difficult to read when HNS gets back the 2nd page from the dept of community services. (making your form void if we can't read it)
- The office will fill out section 1 for you with a sticker (if the commissioner of oaths wants section 1 filled out, fill it out and HNS will put a sticker over it, as only HNS is setup for the checks with Dept of community services, and individual can not request a check on him/her self)
- If you are sending forms in bulk, please put them in a legal sized envelope with all the forms straight and not tri folded etc. We have over 4000 checks to be completed and you can imagine the time it takes to open individual envelopes or unfold each check and tear off cover letters etc.
- If you are sending the Criminal record checks and Child Abuse Registry checks back together, please separate them. Feel free to put them in the same envelope, but all the CRC's together and then the entire CAR checks together.
- Any questions just phone the office and ask to speak with Phil Power.



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Who can witness a signature?

(Categories of Persons who may administer an oath)

In Nova Scotia:

1. Judge of any court
2. Judge of the Provincial court
3. *Prothonotary of the supreme court
4. *Clerk of the county court
5. Barrister of the supreme court of Nova Scotia
6. Notary Public for the Province of Nova Scotia
7. *Commissioner of Oath for the Province of Nova Scotia (Appointed under section 5 of the Notaries and Commissioners Act)
8. *Commissioned officer of the Canadian Armed Forces, being on active duty, (whether in Canada or outside of Canada.)
9. *Member of the Legislative Assembly (M.L.A.'s) while he / she is a member.
10. Justice of the Peace
11. *Mayor, councillor or Warden of any town in Nova Scotia.

Note – primary governing provision – section 66 of the *Evidence Act*. Also sections 6, 7, 11, 12 and 13 of the *notaries and commissioners act*.

IMPORTANT NOTICE - * Denotes duty to print name.

Section 14 of the notaries and commissioners act requires the following;

”a person before whom an oath or affidavit, declaration or affirmation is administered, taken, or received shall cause his name to be typewritten or printed below or adjacent to his signature”