

6300 Lady Hammond Road, Suite 200
Halifax, NS
B3K 2R6

Phone: (902) 454-9400
Fax: (902) 454-3883

Step by step process for Criminal Records Checks (CRC) 2007/2008

1. Criminal records checks can only be done in the area that the person applying resides.
(Ex – if I live in Sydney I can't request a search in Halifax)
2. Forms are also unique to the detachment. Ex – HRM can only check HRM forms, Sydney can only be filled out on the form from the Cape Breton regional police form etc.
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 individual requiring the check must apply in person with 2 pieces of Gov't issued id and one must be photo, to the local detachment of the RCMP or Town / City Police.
(Except in HRM and Sydney where if the forms may be submitted in bulk. If you would like to do this please contact Phil Power for details)
5. The cost is generally \$30 per person. If a letter has been submitted by an association (this is called a memorandum of understanding, which in HRM and Sydney there is a standing MOU) than the non profit price would be \$12 per check. This is payable upon applying for your CRC
6. RCMP has informed me that **Most** detachments outside of HRM do not charge for the search.
7. If you wish to get the non for profit price, then you must have the correct form filled out.
(This is most important in HRM as most clerks will not do a check for you for \$12 if you do not have the pre printed form filled out by HNS.)
8. Forms **DO NOT** have to be signed by anyone from HNS. They must simply have the info on; The office requesting the search, contact name, number, reason for search, and vulnerable persons section completed. (Pre printed forms are available from HNS if you reside in HRM)

Agency / business requesting search - **Hockey Nova Scotia**

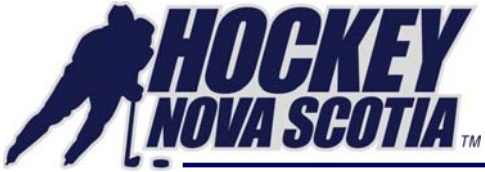
Contact Name - **Phil Power**

Telephone - **454-9400**

Reason for Criminal Record Search - **Volunteer**

Details regarding the children or vulnerable persons – **Minor Hockey volunteer dealing with persons under 18 years of age.**

9. **IMPORTANT** – You must request that a ‘vulnerable persons check’ be completed especially on the RCMP forms. On these forms sections 1, 2, 3, and 4 on the “category of information disclosure” **MUST** be filled out. (If it is not, the form will be void and you may have to pay another \$12 to get another CRC. You may be suspended until we receive this information)
10. Criminal record check letter of search results is only sent to the person named in the search. It can not be sent to the HNS office or association. (Ex – search for Phil Power, the only one who gets the results are Phil Power)



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11. It is the responsibility of the applicant to notify Hockey Nova Scotia of any change in their Criminal Record check.

12. It is now the responsibility of that person to deliver their criminal record checks to either;
 - Their local Minor Hockey association, who will send in the forms to the Hockey Nova Scotia,
 - OR
 - Send the form via mail to the address above, Attention – Risk Management.

13. Any volunteer who does not have his / her Criminal Record or Child Abuse Registry check completed and into the office by December 31st of the current hockey season will be immediately suspended.

Should your criminal record check come back with the checkbox stating,

“May or may not have a criminal conviction and / or a criminal matter(s) before the courts”.

YOU MUST PROVIDE HNS WITH THE FOLLOWING INCLUDING YOUR CRC;

1. A written letter or email stating the following;
 - Charges that you were charged with
 - What fines or jail time was served
 - What dates these events took place
 - What have you done to rectify the situation
2. A record of Conviction – this is not easily obtained from the RCMP. It will however be provided for you by some local police stations (ex – HRM police will give you a cover letter with your charges and info described above)
 - If you can not get this from your local police station you must go to the RCMP and request a record of conviction. They will require you to submit your fingerprints. (Possible \$30 charge for this) then this will get sent to Ottawa for verification. This process can take up to 3 months.
 - If you do have to proceed through the RCMP via fingerprints to obtain your record of conviction, you may forward a letter or email (item 1) also stating that you have gone through the process of obtaining your Record of conviction and that this is in process. This will be reviewed by our screening committee and you may be required to sign an affidavit stating the above.

IF YOU DO NOT SUBMIT THE ABOVE ITEMS, YOU WILL IMMEDIATELY BE SUSPENDED.

1. If you do not submit the information above with your criminal record check, the president of your association, along with yourself, will receive notification that you **MUST CEASE COACHING IMMEDIATELY.**
2. All criminal charges will be reviewed by Hockey Nova Scotia’s Lawyer, Ian Pickard, on a case by case basis. All decisions by Mr. Pickard are final.
3. The HNS office will then enter into the Hockey Canada Registry that they have successful candidate has performed their criminal records check.
4. **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
Coordinator Risk Management
ppower@hockeynovascotia.ca