



Policy Police Vulnerable Sector Check	
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Purpose

Police vulnerable sector checks are a tool which can help in identifying whether potential employees or volunteers have a record of criminal activity and/or convictions for such crimes which would make them unsuitable for positions of trust.

Police Vulnerable Sector Check

All volunteers/staff over the age of 18 in Cambridge Minor Hockey must obtain and submit to the office, a police vulnerable sector check, at their own expense.

This must be done every three years. This applies to coaches, trainers, managers and on-ice helpers for example. As well, for future seasons, all coaching applications must include a police vulnerable sector check if one is not on file or has expired.

For all teams, the police vulnerable sector check must be submitted by either October 1st for representative (rep) teams and November 15 for house league teams for the season in which it is required. Failure to submit the form by the due date will result in the person being removed from the bench until it is received. Only police vulnerable sector checks will be accepted.

Positive Police Vulnerable Sector Check Results

If there is a criminal conviction or a negative police contact disclosed on the police vulnerable sector check, CMHA may request that the applicant provide a copy of the police report, the cost of which will be paid by the applicant, before considering the applicant for a coaching position. The mitigating circumstances of a criminal conviction must be considered as well as the following factors before reaching a final decision:

- The nature and number of convictions
- Time elapsed since the conviction(s)
- The rehabilitative and other efforts subsequently made by the candidate
- The specific duties and responsibilities associated with the position applied for and the reference of the particular criminal conviction, to the position
- The risk posed to the CMHA, as a result of appointing the candidate to this position



If after the review CMHA determines that the individual poses a risk and is not an appropriate candidate for the position, CMHA will immediately notify the individual in writing as to their status with the organization.

CMHA will not necessarily refuse a position to an individual because he or she has been charged with or convicted of an offence of a type which does not pose a risk to the members of CHMA considering the duties of the position the person is seeking to occupy.

Relevant Offenses

The following is a list of non-exhaustive examples that are considered to be relevant offenses:

- i. Any offense involving the possession, distribution, or sale of any child- related pornography
- ii. Any sexual offense
- iii. Any offense involving theft or fraud
- iv. Any offense for trafficking and/or possession of drugs and/or narcotics
- v. Any offense involving conduct against public morals
- vi. Any crime of violence including but not limited to, all forms of assault
- vii. Any offense involving a minor or minors
- viii. Any offense involving the use of a motor vehicle, including but not limited to impaired driving

Criminal Convictions

A conviction for any of the following Criminal Code offenses (non-exhaustive list) could result in removal from designated positions, competitions, programs, activities and events.

- i. Any offense of physical or psychological violence
- ii. Any crime of violence including but not limited to, all forms of assault
- iii. Any offense involving trafficking of illegal drugs
- iv. Any offense involving the possession, distribution, or sale of any child-related pornography
- v. Any sexual offense
- vi. Any offense involving theft or fraud

Confidential Information

All information obtained through a police vulnerable sector check is considered strictly confidential.

Vulnerable sector check is provided by the Waterloo Regional Police Services at a reduced rate for volunteers.