



Date: March 26, 2025

Revised Date:

Policy: Coach Background Check Policy

Purpose: Outline the vetting process for all WMHA head coaches, assistant coaches, team managers, directors and executive to ensure the safety and well-being of all players

BACKGROUND CHECK POLICY

Whitecourt Minor Hockey is committed to providing a safe environment for all participants. To achieve this all head coaches, assistant coaches, team managers, directors, and executives must undergo a Vulnerable Sector Check (VSC) through the Royal Canadian Mounted Police (RCMP) prior to their involvement with any team.

Requesting a Vulnerable Sector Check:

At the beginning of each season prospective coaches, assistant coaches, and team managers and at time of appointment all directors and executives must complete a VSC request through the RCMP.

A letter will be provided for the individual to sign, indicating that the check is for volunteer work with Whitecourt Minor Hockey and the RCMP will waive the processing fee.

Submission of Results:

An original copy of the VSC (no older than 6 months) must be shown to the VSC to Game & Conduct, President and Register (or their delegate) by Oct 31. Coaches, assistant coaches and managers who have not submitted their VSC by Oct 31 will not be permitted on the ice or to interact with players.

*Photocopies of the VSC will not be accepted.

Review Process:

Game & Conduct, President and Register (or their delegate) will review the VSC results based on the following criteria, in alignment with Hockey Alberta's policy:

- **Unacceptable Convictions:** Applicants with the following Criminal Code convictions (or who do not have a clear vulnerable sector check) will not be considered for any position:
 - Sexual Assault (in the past 10 years)
 - Assault on a child (child abuse)
 - Any sexual offense involving a victim under the age of 18
 - Trafficking in illegal substances

- **Discretionary Convictions:** Applicants with Criminal Code convictions on their criminal record check that are dated within five years of the application date and/or certain offenses may not be accepted for positions. These offenses include but are not limited to:
 - Driving convictions (Criminal Negligence, Impaired Driving, Driving with B/A Over .08, etc.)
 - Drug offense convictions
 - Convictions of violent offenses (Assault, Robbery, etc.)
 - Any physical assault involving family violence
 - Property offense convictions (Fraud, Theft, etc.), particularly if the position involves the control of assets or finances of Hockey Alberta.

Confidentiality:

All background check information will be kept confidential and only Game & Conduct, President and Register (or their delegate) will have access to original results. Records will be kept indicating only that the VSC was passed or not passed.

Renewal of Checks:

VSCs must be renewed every year to ensure ongoing safety. Coaches, assistant coaches and managers who have not submitted their by Oct 31 VSC will not be permitted on the ice or to interact with players.

Reporting Obligations Throughout the Season:

Coaches and team officials are required to report any new charges or convictions that occur after their initial VSC to the WMHA executive.