

POLICY STATEMENT REGARDING VOLUNTEER SCREEING

In demonstrating its commitment to the safety of all players, CORA requires that the following parties provide CORA with a “no convictions” Police Record Check (“PRC”) at least once every three (3) years:

- (a) All members of a CORA bench staff 18 years of age or older;
- (b) All “on ice helpers” 18 years of age or older; and,
- (c) All members of the CORA Executive.

EXCEPTIONS:

The following parties are not required to provide a PRC as described above:

- (a) Teachers who can demonstrate that they are actively employed by a School Board and that their employment is not under suspension; or
- (b) Police officers who can demonstrate that they are actively employed by a police service, and their employment is not under suspension.

Any such excepted persons must provide written yearly proof that they meet the foregoing requirements.

APPLICATION PROCESS:

Each Team Manager is responsible for ensuring that all team volunteers have a valid PRC by no later than January 8 of the relevant season. Team Managers must provide the original copies of the valid PRCs to the CORA Risk and Safety Officer by no later than the said date. Copies of the original PRC can be provided, as long as the Team Manager has compared the copy of the PRC to the original, AND the Team Manager writes on the copy “I, Jane Smith, Team Manager, confirm that I have compared this copy to the original PRC, this ? day of ?, 20??, and confirm that it is a true copy”. All PRCs can be left in the applicable folder in the Brewer Arena filing cabinet for pick-up by the CORA Risk and Safety Officer. The CORA Risk and Safety Officer will maintain a list of all volunteers who have valid PRCs, and their year of expiry. Each year, the CORA Risk and Safety Officer will distribute the Master List to all team Managers so they can identify on their team those volunteers who require a new or updated PRC.

In the event that a person has failed a PRC, it will be at the discretion of a simple majority of the Executive of CORA as to whether such person will be permitted to continue in their volunteer position, and their decision is final. The volunteer will be permitted an opportunity to provide a letter to the Risk and Safety Director stating their case as to why they should still be entitled to maintain their standing as a Volunteer with CORA, but will not be permitted a formal hearing. Both the review of the volunteer’s submissions, and the decision of the Executive will be made in camera, and no minutes of the meeting as it relates to the discussion and vote will be taken. Said decision will be communicated in writing (which can include email) to the volunteer within a reasonable time following the meeting.