



Criminal Record Check Procedure

PLEASE NOTE THAT CRC/VSCs ARE REQUIRED FOR ANYONE 18+ and are valid for 3 years with a signed Policy 007 form.

Process for getting a vulnerable sector and criminal record check for head coaches and assistant coaches

Each Coach will have to bring in a WMHA reference letter with their completed CRC/VSC forms, otherwise there will be a \$40 fee that will have to be paid to City Hall before processing. These forms can be found on the WMHA website in the same area as the coach application form.

Process for getting a criminal record check for Manager and On-Ice Volunteers

Each volunteer will have to bring in a letter with their completed CRC form, otherwise there will be a \$40 fee that will have to be paid to City Hall before processing. This form can be found on the WMHA website in the same area as the coach application form.

Please email executiveadmin@warmanwildcats.com for the letter you require, and it will be personalized for you.

WMHA POLICY #007: CRIMINAL RECORD/VULNERABLE SECTOR CHECKS

A. GENERAL

1. To ensure the safety of all players, all team personnel registered with SHA in a formal capacity with any team, will be subject to a criminal record/vulnerable sector check (CRC/VSC)
2. WMHA requires that the CRC/VSC must be done every three years
3. The CRC/VSC is to be submitted/provided to your Divisional Administrator by October 1 (except for Initiation which will be November 1).
4. No above official will be permitted to participate in any team event until the submission of their CRC/VSC
5. The CRC/VSC submitted must not be more than 6 months old; if it was issued more than 6 months prior and/or the applicant is new to the community, a new CRC/VSC will need to be submitted
6. The CRC/VSC can be obtained at the local RCMP Detachment
7. Any concerns raised out of the CRC/VSC can and will be addressed by the Division Administrator, Vice-President and /or President of WMHA
8. WMHA has the discretion to deny the application of any individual depending on the results of the CRC/VSC
9. All team personnel will be required to sign a statement indicating that they have received and read a copy of these procedures and understand their provisions.
10. No later than two working days after having been charged with an offense, any person referenced above is to inform orally, and subsequently in writing the Divisional Administrator, Vice President or President of all charges laid. Upon receipt of the information, the Divisional Administrator, Vice President and/or President will investigate the circumstances. Failure to disclose charges, provide a written statement or submission of inaccurate, false, or misleading statements, constitutes grounds for disciplinary action.

