

Police Records Check (PRC)

All applicants require a volunteer letter from KMHA before applying online or in-person.

Step 1 - For the volunteer letter, please fill in your full name, full address, telephone number and date of birth. Once you do that send the document to risk and safety at riskandsafety@kmha.ca it will be signed electronically and emailed back to you.

Note as of January 1, 2020 there is a \$20.00 service fee. You must have a volunteer letter as well.

[Volunteer Letter Click Here](#)

Step 2 - Apply Online here <https://www.ottawapolice.ca/en/about-us/Level-3---Vulnerable-Sector-Check.aspx>

** Make sure to request your results **back via email** for faster turnover. **

Step 3 - Once you receive the completed back from the police please email that to info@kmha.ca so it can be added to your Hockey Canada profile.

When applying online, ensure that you apply for **Level 3 Vulnerable Sector Check**

Applications received online that pass the identity verification are receiving their completed application **FASTER** than attending in person. Make sure to request your results **back via email** for faster turnover.

Note: Many people applying in-person can complete their application online. If your application requires that you need to go in-person to complete your records check, **continue to complete the online application**. A partially completed online application will get you through the line faster with a priority ticket when you arrive in-person.

Important If you are asked to go in for fingerprints (it will be known on page 3 and 4 along with clear instructions on the documentation you receive back from the police). You need to bring a paper copy of that email along with a paper copy of your KMHA letter. The Ottawa Police require the paper copy of the KMHA letter.

**KMHA does not reimburse the \$20.00 service fee. **

Who Requires a Police Records Check?

All coaches, managers and trainers, all bench staff and “dressing room monitors” All HEO executive and administrative personnel

All Executives

All HEO officials over the age of 18 All HEO supervisors and instructors

6.6 Hockey of Eastern Ontario Policy for Police Records Checks

7 <http://www.hockeyeasternontario.ca/docs/6.18%20Screening%20Policy.pdf>

Hockey Canada has recommended that all Branches have Police records Checks conducted on all personnel that have authority over or contact with, directly or indirectly, minors. Hockey of Eastern Ontario has been in compliance with this recommendation for several seasons now. All personnel will have a current Police Check and will be subject to provide documentation they had obtained the required police check. This policy cannot be changed by any District or Association within HEO and must be strictly adhere to:

All HEO executive and administrative Personnel

All HEO Supervisors and trainers

All HEO coaches, trainers, managers, bench staff and “Dressing Room Supervisors”

Policy Criteria:

- Applies to personnel eighteen years of age and over. Persons turning eighteen must have a Police Records Check completed by the age of nineteen.
- Police Records Checks are to be **updated every 3 years**.
- Police Records Checks must include vulnerable type checks.
- Any new individual through the course of a season must have a Police Records Check. It is understood that compliance sometimes is not as timely as desired as this is a drain on police resources. Individuals may fulfil their duties once they show they have made application.
- Individuals will keep the Police Records Check in their own possession. It need be shown to their superior to confirm completion and if requested from time to time. Branch, Districts, Associations or Program managers will maintain a checklist to confirm they have seen a completed Police Records Check of those individuals within their purview.
- Individuals who may be charged by the police are required to self-report to their superior.