



TEAM OFFICIAL CRIMINAL RECORD CHECK PROCEDURE

In accordance with Article 5.7 of the Greater Toronto Hockey League (the "GTHL") Speak Out Policies and Procedures manual, all coaches, assistant coaches, trainers and managers will be subject to a police criminal record check. All team officials require a police criminal record check for their first season in a position with a club/association, and every four (4) years thereafter. No police criminal record check submitted to a club/association will be older than four (4) months.

The following team official criminal record check procedure has been instituted by the Toronto Royals Minor Hockey Club (the "Club") to ensure full compliance with the aforementioned GTHL policy, while making the process efficient and cost effective.

The Club has been registered as a not-for-profit, community services organization providing programs to persons in a "vulnerable sector" with three major regional police services: Toronto Police Service, York Regional Police and Peel Regional Police. The process and fees for team officials to complete a criminal record check under each police service's vulnerable sector screening program are unique. Team officials must submit an application for a criminal record check with the police service responsible for the jurisdiction in which he/she resides.

The Club appreciates and respects the private and confidential nature of the information contained within a police criminal record check. This information is reviewed by Club Executives on a "need to know basis", and this information is maintained in a protected and secure manner by the Club at all times.

Please note that team officials are responsible for paying any applicable fees for a police criminal record check; fees paid by team officials may be reimbursed by their team, but the Club will not be responsible for the cost of criminal record checks under any circumstances.

Residents of the City of Toronto

- Complete a Toronto Police Service "Police Reference Check Program" form (available from the Club).
- Sign the application form in the presence of an authorized Club Executive and present a piece of government issued photo ID, and have the Club Executive sign and date the completed form.
- The \$15.75 fee will be paid by the Club when the application form is sent to the Toronto Police Service by the Club, and the team will in turn be invoiced for this cost.

Residents of York Region

- Complete a York Regional Police "Vulnerable Sector Screening" form (available from the Club).
- Arrange for an authorized Club Executive to sign and date the completed form.
- Bring the completed and signed form in person to the York Regional Police Headquarters in Newmarket or to the York Regional Police Community Resource Centre at Hillcrest Mall in Richmond Hill. A \$15.00 fee must be paid directly to the York Regional Police, and applicants must produce two (2) pieces of government issued ID. Please carefully review the instructions printed on the back of the application form.

Residents of Peel Region

- Complete a Peel Regional Police "Vulnerable Sector Police Records Search" form (available from the Club).
- Bring the completed form to the Peel Regional Police Headquarters in Brampton. Peel Regional Police will process applications for volunteer team officials with our Club free of charge. Applicants must produce two (2) pieces of government issued ID. Please carefully review the instructions printed on the back of the application form.
- Please note that team officials residing in the Town of Caledon are required to contact the Caledon detachment of the Ontario Provincial Police to make arrangements for a police criminal record check; the Peel Regional Police will not process a criminal record check for Town of Caledon residents.

Residents of Other Jurisdictions

- Team officials residing in jurisdictions outside of the City of Toronto, York Region or Peel Region will need to contact their local police service directly to make the necessary arrangements for a police criminal record check under the applicable vulnerable sector screening program.

NOTE: In all cases, the criminal record check once completed will be mailed directly to the team official at the address specified on his/her application. The team official is then responsible for delivering the original copy of his/her criminal record check to the Club offices at Westwood Arenas in a timely manner.