

Sudbury District Girls Hockey Association

Police Background Check Information

According to SDGHA and OWHA Policy: all team staff who will be behind the bench, on the ice, or in the dressing room - or in contact with players at any other times or locations - needs to submit a clear police records check, including vulnerable sector screening. This includes all coaches, assistant coaches, trainers, managers, and dressing room supervisors. Any team staff member without a current police records check and vulnerable sector screening will be prohibited from being in the dressing room, behind the bench, or on the ice. The ONLY exception to this rule is for those staff members who have submitted a police check request and are awaiting the results.

A new Police Background Check with Vulnerable Sector Screening must be completed every 3 seasons. Once submitted, your police check is good for the current season (or the season about to begin), plus the next two seasons. If your police check is still valid, a new criminal offence declaration must be submitted before each season. Click [here](#) to access the criminal offence declaration.

For the 2021-2022 Season:

For the 2021-2022 Season	
If your police Background Check was completed before/during this season:	Take this action:
2020-21 season	Submit a new Criminal Offense Declaration
2019-20 season	Submit a new Criminal Offense Declaration
2018-19	Submit a new Police Record Check with Vulnerable Sector Screening

IF YOU REQUIRE A NEW POLICE RECORD CHECK with Vulnerable Screening:

Sudbury Residents:

Sudbury residents must request a records check through Sudbury Police Services. Follow this link for more information and to start the process: [Police Record Checks - Greater Sudbury Police \(gsps.ca\)](#)

NOTE: all costs of police record checks are to be assumed by the volunteer applying for the police record check. Further information can be found: [Police Record Checks - Greater Sudbury Police \(gsps.ca\)](#)

IF YOU HAVE A CURRENT POLICE CHECK (OR ONCE YOU RECEIVE A NEW POLICE CHECK)

Please submit your completed police check to the SDGHA office by:

- Upload the SCANNED version of your completed police check to to your volunteer profile on the Ramp Registration system – is this right?. The scan must clearly show both sides of all pages. If your police check includes an embossed seal, the seal must be visible on the scan. If you submit a scanned version of your police check you must keep the original and be willing to immediately provide the original document to the Association upon request.
- Unfortunately, pictures of your police check cannot be accepted.
- If you have questions, please contact: registrar@sdgha.ca

IF YOU HAVE PREVIOUSLY FILED YOUR POLICE CHECK WITH THE SDGHA:

Police checks submitted to the SDGHA are valid for 3 seasons - the season in which they were submitted for, and the next two seasons (see chart above).

After the first year of submitting your Police Check, an annual criminal offence declaration is required to be completed and signed before the second and third season. Click [here](#) to access the criminal offence declaration. Once you have completed the Criminal Offense Declaration you must upload it to Ramp.