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RETURNED CRIMINAL RECORD CHECK POLICY

All Criminal Record Checks which are returned stating 'May or May not exist' or 'Record located' the following steps must be followed:

- **Immediately suspend** the person from coaching/managing a team. This is a temporary suspension pending the receipt of their record of conviction and the subsequent approval by HNS/Legal Council.
- Request their record of conviction which identifies the actual charges/convictions on criminal record.
- Request a letter which clearly explains the charges, the events leading up to the charges, the dates, fines and any jail time served. This must be received by HNS within 7 days.

APPROVALS are done as follows:

HNS Coordinator of Risk Management can approve 'soft charges' which include:

1. Impaired driving charges more than 2 years old
2. Soft drug charges more than 5 years old
3. Common assault more than 5 years old

HNS Legal Council will review all other charges on a case by case basis.

Once the approval has been given the volunteer's suspension will be lifted.

**Note: HNS Legal Council, Ian Pickard has advised there is liability to HNS if we have a coach/manager on the bench who has not provided us with a clean CRC. This applies to volunteers who have not submitted one as well. In order to be on the bench a clean CRC must be provided.*