



## NORTHERN ONTARIO HOCKEY ASSOCIATION

108 LAKESHORE DRIVE  
NORTH BAY, ONTARIO P1A 2A8  
PHONE: (705) 474-8851 • FAX: (705) 474-6019  
www.noha.on.ca



### **Criminal Record Checks for Officials Frequently asked Questions Revised – August, 2010**

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#### **1- I am a new Coach in an Association that also requires Criminal Record Checks; do I have to do this twice?**

Officials that are Coaches need to ensure that they keep a copy of their Criminal Record Check so they can submit it to the Officials side of the program. The NOHA Policy for Officials is very similar to the Associations policies but the Officiating Program also needs to ensure that the Criminal Record Check is clear.

In addition, Officials who complete their Criminal Record Check via MyBackCheck may share the results with their Association.

#### **2- I have previously submitted a Criminal Record Check to an Association with whom I volunteer; do you require a new Criminal Record Check.**

Yes, you would need to submit a new Criminal Record Check. NOHA Policy states that no check submitted may be older than four (4) months.

#### **3- I was speaking to a member of the local police force here regarding the Criminal Record Checks. I explained that our officials would require a check next year. The police officer asked me if we require a "vulnerable sector check?"**

A Criminal Record Check will only provide criminal convictions of an individual.

The vulnerable Sector Check will provide a 5-year address history and include any negative contacts, information covered under the Mental Health Act, any serious suspect information and at the police department's discretion any information about previous investigations into that individual as it may pertain to their involvement with children. In other words, situations that may not be indicated on a PRC (like a dropped charge) will show up on a VSC.

The NOHA Policies for officials do not require a vulnerable sector check at the present time. Hockey Canada is reviewing this policy.

#### **4- I work for the Local Police Force; do I require a Criminal Record Check?**

All Officials over the age of 18 years of age are required to submit a Criminal Record Check as per NOHA Speak Out Policies for Officials.



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### **5- I am an Official and turn 18 years of age after September 1st of the hockey season. Do I require a Criminal Record Check to officiate this season?**

No, you are not required to have a Criminal Record Check done to officiate this season if your 18<sup>th</sup> Birthday falls after September 1. You will require a Criminal Record Check for the following season.

### **6- How long is a Criminal Record Check good for?**

Once the individual has been cleared, a Criminal Record Check will be required every 4 years.

### **7- Who requires a Criminal Record Check?**

All officials, supervisors, and instructors who are 18 years of age as of September 1, 2010 will require a Criminal Record Check in order to officiate, supervise or instruct.

### **8- I am going away to school in the Fall and wish to Officiate when I come home for Holidays. I am over 18 years of age. Do I require a Criminal Record Check to Officiate in the NOHA?**

Yes, all officials over the age of 18 years old as of September 1, who register with the NOHA must submit a Criminal Record Check.

### **9- Do I require this Criminal Record Check done prior to going on the ice this season?**

Yes, all officials must have the Criminal Record Checks approved prior to their participation. No Official will be permitted on the ice without a completed and recorded Criminal Record Check.

### **10- Who sees my Criminal Record Check?**

There will be only 3 people who view your Criminal Record Check. They would be the officer doing the check, you the official and our review person. If you wish to use MyBackCheck, only you and the District Review Person will see the results.

### **11- When does my Criminal Record Check expire?**

The expiry date for your Criminal Record Check will be the actual date of your Criminal Record Check, if the expiry date falls between April 1 and August 31st of any given year. If the expiry date is between September 1 and March 31<sup>st</sup> then the expiry date is back



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tracked to August 31<sup>st</sup> because we cannot approve your Criminal Record Check for the full hockey season, if your Criminal Record Check expires during the hockey season.

### **12- I understand that it can be quite time-consuming to obtain a Criminal Record Check through my local Police Department. Are there any other options available to me in order to obtain my Criminal Record Check?**

The NOHA has partnered with My Back Check as an alternative to completing a Criminal Record Check at the local Police Department. This organization provides Criminal Record Checks through their website – [www.backcheck.net](http://www.backcheck.net) – within two business days, whereas it can take up to three or four months for a Check to be completed by the local Police Departments. The fee for completing a Criminal Record Check with My Back Check is \$25.00 + HST, and is to be paid by the individual with a credit card.

Officials who wish to complete their Criminal Record Check with My Back Check must visit [www.backcheck.net/noha](http://www.backcheck.net/noha) and select their appropriate District. Below are step-by-step instructions on completing a Criminal Record Check through My Back Check.

1. Visit NOHA landing page – [www.backcheck.net/noha](http://www.backcheck.net/noha) and select Association/District
2. After selecting the Association/District with whom you wish to register, click **Register Here**
3. Complete all contact information requested and click on **Register** at the bottom of the page
4. On the following page, you will be asked to confirm that the information provided is correct and consent to sharing your information. If the information is accurate, continue to Step 4.
5. A form has been pre-populated as the official's contact information has been entered into the system. Print this form and photocopy two pieces of ID (i.e. driver's license, passport, health card, etc.) to have your identity confirmed by a person with a professional designation (i.e. doctor, lawyer, dentist, etc.).
6. Upon confirmation of your identity, e-mail or fax your signed form and photocopy of your identification to My Back Check. The documents can be e-mailed to [support@mybackcheck.com](mailto:support@mybackcheck.com) or faxed toll-free to 1-866-553-8012.
7. Within 24 hours of your submission of the form, your results will be available at which time you will have the ability to share the results. If you wish to share the results, they will be sent to the District's review person who will track all completed Criminal Record Checks within their District.

### **13- I obtained a Criminal Record Check in 2007 (and therefore will expire in 2011); do I require a new Criminal Record Check before officiating this season?**



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Unfortunately over the last couple of seasons, Criminal Record Checks that have been submitted have not been properly tracked and recorded by the District Referee-in-Chief and review person. With that being said, the NOHA is requiring ALL Officials over the age of 18 as of September 1, 2010 to obtain a Criminal Record Check before they can officiate this season.

As we move forward, we will have the ability to track submitted Criminal Record Checks in the Hockey Canada Registry, which will also allow us to determine the expiry date of each Official's Criminal Record Check. In addition, we will be able to provide each District's Referee-in-Chief and review person with a list prior to the start of each season showing who requires a new Criminal Record Check.