



**OPERATIONAL POLICY: MINIMUM SCREENING STANDARDS FOR
HOCKEY ALBERTA MEMBER ORGANIZATIONS**

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LAST UPDATED:

POLICY STATEMENT: In alignment with the Hockey Canada Policy on Minimum Screening Standards for Hockey Canada Members, the Hockey Canada Screening and Compliance Policy and supporting documents, Hockey Alberta and its Member organizations recognize their responsibility to take all reasonable and necessary steps to provide participants with a safe sport environment and to ensure a minimum standard of screening for all programming.

Hockey Alberta has outlined the minimum screening standards required by its Member organizations to support consistent screening processes across all programming, as described below.

For the purpose of this Policy, “participants” refers to individuals who hold, or are seeking appointment to, positions within a Member organization that are subject to screening requirements. This may include coaches, bench staff, officials, volunteers, employees, committee members, organization representatives, and other individuals serving in a position of trust or authority.

For the purpose of this Policy, a “Position Confirmation process” refers to the method used by a Member organization to collect information regarding an individual seeking a volunteer or employee position. Member organizations may use different processes and terminology, including application forms, expressions of interest, volunteer registration processes, interviews, nomination processes, calls for volunteers, or other appointment methods, provided the minimum requirements outlined in this Policy are met.

MINIMUM SCREENING REQUIREMENT:

- All participants who have direct contact with Minors or Vulnerable Persons must complete, at minimum:
 - o a Vulnerable Sector Check/Verification (or equivalent) upon first appointment with the Member organization; and
 - o a Local and National Police Information Check, and International Criminal Record Check if required based on adult residency history, every subsequent three-year period.
 - o Screening confirmations must be tracked in the Hockey Canada Registry (HCR). Member organizations remain responsible for maintaining their screening records and supporting documentation,

ensuring HCR records are kept current, and managing all records in accordance with applicable privacy and record retention practices.

- All participants who do not have direct contact with Minors or Vulnerable Persons, including those with access to the field of play, members of Board of Directors, committees, or work groups, must complete, at a minimum:
 - o a Local and National Police Information Check, and International Criminal Record Check if required based on adult residency history, every three-year period.
 - o Member organizations remain responsible for tracking screening confirmations, maintaining screening records and supporting documentation, and managing all records in accordance with applicable privacy and record retention practices until such time as screening tracking functionality becomes available within the Hockey Canada Registry (HCR).

PUBLIC FACING SCREENING POLICY:

Hockey Alberta Member organizations must make publicly available through their website:

- reference to the Hockey Alberta Minimum Screening Standards for Member organizations policy where the Member organization meets the standards outlined in this document; OR
- the Member organization's own screening policy, provided it meets or exceeds the minimum standards outlined within this document.

POSITION CONFIRMATION & DISCLOSURE PROCESS:

Participants interested in a volunteer or employee position within a Member organization must complete the applicable position confirmation and disclosure process (see Appendix A for a sample template).

For participants seeking appointment to a new position within a Member organization, the process must include:

- completion of a position confirmation process outlining relevant experience, qualifications, and interest in the role;
- completion of a screening disclosure process;
- confirmation that they have read and understand applicable Hockey Canada, Hockey Alberta, and Member organization policies and procedures through a signed acknowledgement process.

A new position confirmation process must be completed each time a participant seeks appointment to a different position within the organization.

For returning participants who continue in the same position, the position confirmation process is not required to be repeated. However, individuals must annually:

- complete the screening disclosure process; and
- confirm that have read and understand applicable Hockey Canada, Hockey Alberta, and Member organization policies and procedures through a signed acknowledgement process.

Until such time as screening tracking functionality becomes available within the Hockey Canada Registry (HCR), Member organizations are responsible for tracking completion of all position confirmation, disclosure, and acknowledgement requirements, maintaining

related records and supporting documentation, and managing all records in accordance with applicable privacy and record retention practices.

OPERATIONAL SCREENING PRACTICES:

In addition to the minimum screening standards outlined above, Member organizations are encouraged to maintain operational screening practices that support safe and effective volunteer onboarding and participant safety.

Operational practices may include:

- review and assessment of submitted screening documents;
- reference check processes;
- annual feedback, evaluation, or review processes used to inform future appointments, placements, or returns;
- role-specific qualifications, certifications, or training requirements;
- procedures for managing flagged screening results or disclosure concerns;
- provisional participation processes where screening checks are in progress but not yet completed;
- internal recordkeeping and screening review procedures.

Hockey Alberta may provide additional templates, tools, or support resources to assist Member organizations with operational screening practices.

THE RULE OF TWO:

[Hockey Alberta's Dressing Room Standards and Conduct policy](#) states that “two team or club/association officials, properly screened; or one such official and an adult person, properly screened, associated with the team” shall be present in dressing room spaces or immediately outside the dressing room(s) with the door ajar.

For the purpose of this policy, “properly screened” refers to individuals who have met the minimum screening standards outlined above.

NOTE: Upon request, Hockey Alberta will provide a Member organization with a Screening Policy template to be used as a support tool for Members in developing their own policy. Email safesport@hockeyalberta.ca.

APPENDIX A: Position Confirmation, Disclosure and Acknowledgement Process

Member organizations are responsible for implementing a Position Confirmation, Disclosure, and Acknowledgement process that aligns with the requirements of this Policy.

For participants seeking appointment to a new position, Member organizations must complete:

- Part A – Position Confirmation
- Part B – Disclosure Process
- Part C – Policy Acknowledgement

For returning participants who continue in the same position, Member organizations must annually complete:

- Part B – Disclosure Process
- Part C – Policy Acknowledgement

Member organizations may use their own forms, processes, systems, or platforms to meet these requirements. The specific format of the process is at the discretion of the Member organization, provided the required information outlined in this Policy is collected and retained.

The sample template below is provided as a resource only. Member organizations may adapt, expand, or replace the template with their own process, provided the minimum requirements of Parts A, B, and C are met.

Minimum Requirements

Part A – Position Confirmation (New Appointments Only)

The Position Confirmation process should collect information regarding:

- Applicant identification and contact information;
- Relevant qualifications, certifications, leadership experience, and sport-specific experience;
- Relevant volunteer, employment, or other experience related to the position; and
- Any additional skills, knowledge, or experience the applicant wishes the organization to consider.

Part B – Disclosure Process

The Disclosure process should require individuals to disclose:

- Any criminal record for which a pardon, record suspension, or equivalent relief has not been granted;
- Any pending criminal charges;
- Any discipline, sanctions, suspensions, removals from a position, misconduct findings, settlement agreements, remedial measures, or similar outcomes resulting from a formal process; and
- Any other information required by the Member organization as part of its screening process.

Part C – Policy Acknowledgement

The Acknowledgement process should require individuals to:

- Confirm they have reviewed and understand applicable Hockey Canada, Hockey Alberta, and Member organization policies, procedures, rules, and requirements; and
- Agree to comply with those policies, procedures, rules, and requirements while participating in the organization.

Sample Position Confirmation, Disclosure & Acknowledgement Form

PART A – POSITION CONFIRMATION

Applicant Information

- Full Name
- Address
- Email Address
- Phone Number
- Position Applying For
- Date

Please provide the following information related to the position for which you are applying:

1. Please describe any relevant coaching, administration, sport, leadership, education, certification, or other qualifications that relate to this position.
 2. Please describe any volunteer, employment, or other experiences that may be relevant to this position.
 3. Please describe any additional experience, skills, knowledge, or attributes you would bring to this position that may be relevant to the role.
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PART B – DISCLOSURE PROCESS

Criminal Record Disclosure

If Criminal Record Check and/or Vulnerable Sector Check requirements are currently being obtained, or if you are a returning volunteer/employee completing your annual disclosure, please answer the following question to the best of your knowledge:

1. Do you currently have a criminal record for which you have not received a pardon, record suspension, or equivalent relief?

- No
 Yes

If yes, please provide the following information:

- Nature of offence(s)
- Date(s) of offence(s)
- Current status/outcome
- Any additional information you wish the organization to consider

2. Are you currently subject to any pending criminal charges?

- No
 Yes

If yes, please provide the following information:

- Nature of the charge(s)
- Date charge(s) were laid
- Current status of the matter
- Any additional information you wish the organization to consider

Discipline and Sanction Disclosure

3. Have you ever been disciplined, sanctioned, suspended, removed from a volunteer, coaching, leadership, or employment position, or been the subject of a misconduct finding through a formal process?

If you are a returning volunteer or employee, please only report matters that have occurred in the last twelve (12) months.

No

Yes

If yes, please provide the following information for each matter:

- Organization or body involved
 - Nature of the matter
 - Date of decision or outcome
 - Sanction, remedial measure, settlement, or outcome
 - Current status
 - Any additional information you wish the organization to consider
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PART C – POLICY ACKNOWLEDGEMENT

I acknowledge that:

I have read and understand the applicable policies, procedures, rules, and requirements of Hockey Canada, Hockey Alberta, and the Member organization.

I agree to comply with those policies, procedures, rules, and requirements while participating in any role within the organization.

I understand that providing false, misleading, incomplete, or inaccurate information through this process may result in my appointment being denied, suspended, revoked, or otherwise reviewed by the organization.

Applicant Name (print): _____

Applicant Signature: _____

Date: _____