



Criminal Record Checks (Vulnerable Sector)
Ontario Lacrosse Association

OR4.01 – CRIMINAL RECORD CHECK (CRC) (Vulnerable Sector)

OR4.01(a) All OLA bench personnel (coaches, staff, trainers, etc.) and all OLA certified officials (box and field) who are 18 years of age as of January 1st of the current year who coach or officiate athletes 17 years of age or younger must submit a current Criminal Record Check (Vulnerable Sector) (CRC) upon registering for the current year. For previously approved individuals, an Offense Declaration must be submitted as per OR4.01(b). It is the position of the OLA that all OLA member clubs with additional registered volunteers who have direct contact with athletes 17 years of age or younger also submit a CRC. All OLA employees and Staff must submit a CRC.

OR4.01(b) A current CRC must be submitted by the prospective volunteer to the clubs Privacy Officer for the current year. The CRC must be date stamped no later than the previous calendar year. The CRC will be valid for three consecutive years supported by an annual OLA Offense Declaration.

OR4.01(c) Individuals as outlined in OR4.01 (a) who do not submit a CRC will not be approved or eligible to participate in OLA programs until a valid CRC is submitted.

OR4.01(d) It is the position of the OLA that all OLA member clubs with athletes 17 years of age or younger institute a policy, which states that no adult will be alone with a child.

OR4.01(e) It is the responsibility of all OLA Member Clubs to ensure that all bench, coaching and management staff personnel including, but not limited to, coaches, trainers, therapists and volunteers, as well as volunteers who have direct contact with minor aged players, 17 years of age or younger, have a current CRC or an OLA Offense Declaration Form on file. It is the specific responsibility of the OLA to ensure that all OLA Registered officials (Box and Field), Provincial Teams and OLA Staff have a current CRC or an OLA Offense Declaration Form on file.

OR4.01(f) Any appeals relating to CRC will be handled as per the “CRC Operating Policy and Procedures Handbook”.

*please refer to the “CRC Operating Policy and Procedures Handbook” for instructions, definitions and supporting documentation related to this amendment.

NOTE: To adopt and implement a mandatory Criminal Record Check policy effective January 1st 2015.

OR5.01 - CONFIDENTIAL FILE

OR5.01(a) Each OLA member clubs Local Privacy Officer shall create and maintain a confidential file which shall contain all Criminal Record Checks (CRC), OLA Criminal Record Check Reports and Offense Declarations. The Ontario Lacrosse Association (OLA) Privacy Officer shall create and maintain a confidential file which shall contain Criminal Record Checks (CRC) and OLA Criminal Record Check Reports that the OLA Privacy Officer was required to adjudicate.

OR5.01(b) The Ontario Lacrosse Association (OLA) and the Local Privacy Officer shall protect the personal information contained in the confidential files by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal.

OR5.01(c) The Local Privacy Officer shall disclose the contents of its confidential file to the OLA Privacy Officer only with the specific permission of the prospective volunteer and only in regard to the specific content of the offence, omitting personal info that would reveal the identity of the prospective volunteer.

OR5.01(d) The Local Privacy Officer will submit their files of all Level 2 and Level 3 CRC's and supporting documentation in their possession annually by forwarding these documents to the OLA designated Officer/Lawyer. The Local Privacy Officer shall destroy all Level 1 marked CRC's and supporting documentation whenever an individual provides new documentation or said individual terminates their affiliation with that OLA member club.

*please refer to the "CRC Operating Policy and Procedures Handbook" for instructions, definitions and supporting documentation related to this amendment.

NOTE: To adopt and implement a mandatory Criminal Record Check policy effective January 1st 2015.



**Criminal Record Check (Vulnerable Sector)
Policy & Procedures Handbook
Ontario Lacrosse Association**



ONTARIO LACROSSE ASSOCIATION

Criminal Record Check (CRC) (Vulnerable Sector) Process

All Bench Personnel
(supervising persons 17 yrs. and under)
See OR4.01

Apply to Local Police for a Vulnerable Sector Check

CRC Comes Back

Applicant / Volunteer Options

Level 1 List

NO RECORD

Take original CRC to your local Privacy Officer

- If this is your Club Registrar: sign your OLA Registration Form
- If the local Privacy Officer is NOT the Club Registrar: see OR5.01(g)

CRIMINAL RECORD

Level 3 List

If convicted of a criminal offence as described in the OLA Level 3 List, as per Policy

Level 2 List

Applicant Decides:

Continue the Process

Withdraw Application Process Ends

Local Privacy Officer and OLA Privacy Officer make decision regarding application. Three (3) possible outcomes:

1. Approved (follows No Record path)
2. Approved with conditions (follows No Record path)
3. Denied

If Denied or Approved with Conditions: Applicant can appeal to the final OLA Panel as defined in the constitution. (appeal outcome determines flow chart path)

OLA CRC “Level 1”

A CRC that comes back with no offenses listed.

OLA CRC “Level 3”

The association will not knowingly offer the opportunity for new or continued volunteerism or employment to any person with a record of criminal conviction, for the following types of offenses:

1. Any criminal offense under the Criminal Code of Canada, committed against a child 17 and under years of age.
2. Trafficking in or importing for the purpose of trafficking a narcotic under the Narcotic Control Act or a controlled or restricted drug under the Food and Drug Act.
3. Any offense which may pose a risk to the well-being of any of the association’s children, volunteers or staff.
4. Violation of a position of trust including theft or fraud.

OLA CRC “Level 2”

A CRC that comes back with offenses listed other than the above list.

- OR4.01 (a) All OLA bench personnel (coaches, staff, trainers, etc.) and all OLA certified officials (box and field) who are 18 years of age as of January 1st of the current year who coach or officiate athletes 17 years of age or younger must submit a current Criminal Record Check (Vulnerable Sector) (CRC) upon registering for the current year. For previously approved individuals, an Offense Declaration must be submitted.

It is the position of the OLA that all OLA member clubs with additional registered volunteers who have direct contact with athletes 17 years of age or younger also submit a CRC. All OLA employees and Staff must submit a CRC.

OLA Final Appeals Process

The final appeal board would be appointed by the O.L.A. to be comprised of individuals independent of the aforementioned groups as well as: the O.L.A. Leagues, the O.L.A. Board of Governors, the O.L.A. Board of Directors, the O.L.A. Board of Referees or anyone involved in the original disciplinary action. The cost of this level of appeal shall be two hundred and fifty (\$250.00) dollars and shall be non-refundable.

NOTE: All appeals must be submitted in writing (with cheque) within 15 days of the previous decision. The results of this appeal will be made known by word within 24 hours and written notice to the club within 3 days.

ONTARIO LACROSSE ASSOCIATION

3 CONCORD GATE, SUITE 306, TORONTO, ONTARIO M3C 3N7
MEMBERSHIP REGISTRATION CERTIFICATE

BOX UNDER 18 YEARS

EXPIRY DATE **1 2** MONTH **2 0 1 5** YEAR

SECTION A - MEMBER INFORMATION

PLEASE PRINT CLUB NO. CLUB NAME

LAST NAME FIRST NAME GENDER HL / REP

BIRTHDATE MM/DD/YY AREA CODE PHONE NO.

STREET ADDRESS

CITY PROVINCE POSTAL CODE

OLA MEMBERSHIP STATUS COACHING DIVISION (ie: Tyke, Novice, Pee Wee, etc) NCCP NUMBER

CRC STATUS

PROOF OF AGE DOCUMENT & REGISTRATION NUMBER

E-MAIL ADDRESS MEMBER SINCE

IMPORTANT: PLEASE MAKE CHANGES ABOVE LINE

SECTION B - PLAYER RELEASE

RELEASED FROM RELEASED TO DATE

TYPE: UNCONDITIONAL CONDITIONAL CONDITIONS

APPROVAL: TEAM 1 TEAM 2 LEAGUE / ZONE

GOVERNING BODY DATE

SECTION C - MEMBERSHIP CONSENT

- 1. RESIDENCE CLAUSE: (Applicable to Junior and Minor Box only)**
I have been a resident of the above town and province since January 1 of this year. I agree to play for the above club until released. I am aware that if I play for any other club without release (or permission) I am liable to suspension from Lacrosse; and that if I play for any team or league outside Canada without permission of the O.L.A. and C.L.A. I will be automatically suspended for 12 months commencing on the date of my application for re-instatement. I agree to abide by O.L.A. and C.L.A. regulations and rulings.
- 2. CODE OF CONDUCT CLAUSE:**
I understand the participation by all members and their Parents and/or Guardians is governed by the O.L.A. Constitution and Bylaws, which includes a code of Conduct provision. I agree to conduct myself in accordance with this Code of Conduct.
- 3. PHOTO RELEASE:**
For publicity and promotional purposes, I authorize the Ontario Lacrosse Association to take and publish photographs and/or video of me or my child participating in its program.
- 4. INFORMATION PRIVACY CLAUSE:**
I understand that all information collected on this registration certificate is protected by the Ontario Lacrosse Association Privacy Policy.
- 5. ELECTRONIC COMMUNICATION:**
I consent to receive emails and other electronic communication from the OLA and/or its member clubs.
- 6. NOTICE OF AMATEUR STATUS:**
The Canadian Lacrosse Association and all its member organizations agree and confirm that lacrosse in Canada is an amateur sport and that Junior aged players (21 and under) may not be remunerated for playing lacrosse. Disciplinary action or sanctions apply as per the CLA Operations Manual.

SECTION D - ACKNOWLEDGEMENT OF RISK AND RELEASE OF LIABILITY

For Participants Under the Age of Majority in the Province or Territory in which the Athletic Activities are Provided by the Organization
WARNING: THIS AGREEMENT WILL AFFECT YOUR LEGAL RIGHTS, READ IT CAREFULLY!

The Parent/Guardian Must Read and Understand this Waiver Prior to the Minor Participating in Athletic Activities

The following waiver of all claims, release from all liability, assumption of all risks and other terms of this agreement are entered into by me on behalf of the Minor Participant (the "Minor") with and for the benefit of: **ONTARIO LACROSSE ASSOCIATION** its directors, officers, employees, volunteers, coaches, officials, business operators, agents and site property owners or Occupiers (the "Organization"). Occupiers is defined in accordance with the definition of Occupiers contained in the Occupiers Liability legislation applicable to the Province or Territory in which the Athletic Activities are provided by the Organization.

1. I am the Parent/Guardian of the Minor and am executing this waiver on behalf of the Minor in my capacity as Parent/Guardian and with the intent that this waiver be binding on myself and the Minor for all legal purposes.
2. "Athletic Activities" includes but is not limited to contact and non-contact sports, fitness activities, personal training instruction and activities, use of facilities, and fitness programs and services provided to the Minor by the Organization.
3. I am aware that there are inherent and significant risks ("Risks") associated with the participation in Athletic Activities. I am aware the those Risks include but are not limited to the potential for serious personal injury caused by any event or any condition of the facility or equipment where Athletic Activities are provided by the Organization, and health risks such as transient light-headedness, fainting, abnormal blood pressure, chest discomfort, muscle cramps or soreness, and nausea. I understand the Risks are relative to the Minor's state of fitness and health (physical, mental and emotional), and to the awareness, care and skill with which the Minor conducts him or herself while participating in Athletic Activities.
4. I freely accept and fully assume all responsibility for all Risks and possibilities of personal injury, death, property damage or loss resulting from the Minor's participation in Athletic Activities. I agree that although the Organization has taken steps to reduce the Risks and increase safety of the Athletic Activities, it is not possible for the Organization to make the Athletic Activities completely safe. I accept these Risks and agree to the terms of this waiver even if the Organization is found to be negligent or in breach of any duty of care or any obligation to me or the Minor in the Minor's participation in Athletic Activities.
5. I acknowledge on behalf of the Minor the Minor's obligation to immediately inform the nearest employee or others of the Organization if he or she feels any pain, discomfort, fatigue or other symptoms that he or she may suffer during and immediately after his or her participation in Athletic Activities. I understand the Minor may stop participation at any time, and may be requested to stop by an employee or others of the Organization who observes any symptoms of distress or abnormal response.
6. In addition to consideration given to the Organization for the Minor's participation in Athletic Activities, I and my heirs, next of kin, executors, administrators and assigns, as well as the Minor and his or her heirs, next of kin, executors, administrators and assigns (collectively our "Legal Representatives"), agree:
 - a. to waive all claims that I or the Minor have or may have in the future against the Organization;
 - b. to release and forever discharge the Organization from all liability for all personal injury, death, property damage, or loss resulting from the Minor's participation in the Fitness Activities due to any cause, including but not limited to negligence (failure to use such care as a reasonably prudent and careful person would use under similar circumstances), breach of any duty imposed by law, breach of contract or mistake or error of judgment of the Organization; and
 - c. to be liable for and to hold harmless and indemnify the Organization from all actions, proceedings, claims, damages, costs demands including court costs and costs on a solicitor and own client basis, and liabilities of whatsoever nature or kind arising out of or in any way connected with the Minor's participation in Athletic Activities.
7. I agree that this waiver and all terms contained within are governed exclusively by the laws of the Province or Territory of Canada in which the Athletics Activities are provided to me by the Organization. I hereby irrevocably submit to the exclusive jurisdiction of the courts of that Province or Territory. Any litigation to enforce this waiver must be instituted in the Province or Territory in which the Athletic Activities are provided by the Organization.
8. Should I require a Criminal Record Check (CRC) and/or an OLA Offense Declaration Form under the OLA Criminal Record Check Policy, I confirm I have submitted this document to the club for the current season.
9. I confirm that I have had sufficient time to read and understand each term in this waiver in its entirety, and have agreed to the terms freely and voluntarily. I understand that this waiver is binding on myself as Parent/Guardian, the Minor and our Legal Representatives.

SECTION E - ACKNOWLEDGEMENT OF O.L.A. MEMBERSHIP TERMS

Please initial the box after reading and understanding Section C: Membership Consent and Section D: Acknowledgement of Risk and Release of Liability

I further declare all information provided by me to the Ontario Lacrosse Association is complete and accurate.

| | | |
|--|---|---|
| SIGNATURE OF PARENT OR GUARDIAN | | Stan Cockerton, Executive Director |
| NAME OF CLUB REGISTRAR AND/OR WITNESS | NAME OF ZONE REGISTRAR OR COMMISSIONER | NAME OF O.L.A. REPRESENTATIVE |
| SIGNATURE OF CLUB REGISTRAR AND/OR WITNESS | SIGNATURE OF ZONE REGISTRAR OR COMMISSIONER | SIGNATURE OF O.L.A. REPRESENTATIVE |
| DATE SIGNED | DATE SIGNED | DATE APPROVED |

OLA Criminal Record Check "Level 2" Report



Date: _____

Ref.#: _____

OLA member club:

Age of Minors:

Sex:

Offense: *see attached CRC for details

Comments/Recommendation from Local Privacy Officer

Signature of Local Privacy Officer

Comments/Restrictions from OLA Privacy Officer

Signature of OLA Privacy Officer

APPROVED

DECLINED

APPROVED w/restriction

Should you wish to appeal this decision please contact Fiona Clevely fiona@ontariolacrosse.com or call her at the OLA offices 416-426-7066



OLA Offense Declaration

The provincial governing body of lacrosse (OLA) has passed a constitutional amendment (OR4.01) that all lacrosse volunteers must provide a Criminal Record Check (Vulnerable Sector) (CRC) as of 2015. The intent of the amendment is to ensure that children are safe within our organization.

The basic requirements of the amendment are:

1. All new volunteers must have a Criminal Record Check (Vulnerable Sector) prior to commencing employment / volunteering.
2. Associations must collect annually an Offence Declaration, signed by the volunteer which lists all criminal code convictions registered since the date of the Criminal Records Check or last Offense Declaration.

Please complete the following three (3) sections (using ink):

Section 1 (please print clearly)

Name:

NCCP # or SIN

Position:

Association / Team

Section 2 (please print clearly)

I DECLARE, since the last criminal record check collected by the association, or since the last Offense Declaration given by me to this association, that:

I have no convictions under the Criminal Code of Canada up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada)

OR

I have been convicted of the following criminal offenses under the Criminal Code of Canada for which a pardon under Section 4.1 of the Criminal Records Act (Canada) has not been issued or granted to me.

List of Offense(s):

Date: _____

Court Location: _____

Conviction: _____

(use additional page if necessary)

Section 3 (please sign using ink)

DATED at _____ this _____ day of _____, _____:
(City/town) (Day eg. 12th) (Month) (Year)

Volunteer Signature: _____

September 25, 2014

OLA Criminal Record Check (Vulnerable Sector)

Policy & Procedures Handbook

The following information covers procedures for the implementation, tracking, reporting and storing of all documentation related to the OLA Constitution sections 4.01 and 5.01

Definitions:

“Criminal Record Check” (CRC) means a document concerning an individual which:

- a) was prepared by a police force or service from national data on the Canadian Police Information Centre (CIPC) database within six (6) months of receipt by the association
- b) provides information concerning the individual’s police record including Criminal Code (Canada) convictions, pardoned sexual offences (vulnerable sector screening), records of convictions under the Controlled Drugs and Substances Act, Narcotic Control Act and Food and Drugs Act and all outstanding warrants and charges.

“Offense Declaration” means, in respect of the association, a written declaration signed by an individual listing all of the individual’s convictions for offenses under the Criminal Records Act (Canada) up to the date of the declaration:

- a) that are not included in a CRC collected by the Ontario Lacrosse Association in the last CRC collected by the association; and,
- b) for which a pardon under Section 4.1 of the Criminal Records Act (Canada) has not been issued or granted.

“CRC Report” is a document to be filled out by an Local Privacy Officer when:

- a) a volunteers CRC has come back with evidence of a criminal record offense NOT appearing on the Level 3

Purpose:

The OLA has a responsibility, under the law, to provide a safe and secure environment for children and volunteers. The association is in a position of trust with regard to children, and must protect their intellectual, physical, mental and emotional well-being.

The OLA will not hire or continue to employ, or utilize as volunteers, persons who will have direct and regular contact with children, who have police records and/or patterns of behaviours which place children at risk.

Any individual who is expected to have direct and regular contact with children will be approved by the OLA to have access, unless the individual:

- Has failed to provide a valid CRC or
- Has provided a CRC which has been adjudicated and found to present an unacceptable risk to children, volunteers, or staff. – Level 3 or rejected Level 2

The OLA is committed to ensuring the privacy of information contained in an individual’s CRC / Offense Declaration. The OLA, through the Local Privacy Officers will provide limited, restricted, and

secured access to this information with permission of the applicant. As a result, CRC/Offense Declarations should not be disclosed to, copied, or retained by any person other than approved Local or OLA Privacy Officers, except to the extent required or permitted by law.

Requirements:

With respect to volunteers, it is the responsibility of the OLA member club, who is in charge of instruction, organization and management of a club to determine what activities the volunteers participate in, with which children, and in which setting. It is also recognized that the club has a duty of care to children. Duty of care is the legal principle which identifies the obligation to exercise reasonable care including protection from harm. The CRC is a step in the clubs duty of care should direct and regular contact occur between a volunteer and a child. In this case, the below requirements for submitting a satisfactory CRC will apply.

1. The Local Privacy Officer shall collect a satisfactory CRC in respect of the individual before the day the volunteer commences volunteering with the OLA member club.
2. An Offense Declaration shall be signed and provided to the Local Privacy Officer on an annual basis. (for up to 3 additional years)
3. Any volunteer must be an 'active' member in order to remain on the list of acceptable volunteers. If a volunteer takes a year off from volunteering they shall go back to step 1 and provide a new CRC. After 3 signed Offense Declarations a volunteer must submit a new CRC.
4. The OLA member club, in its discretion, may require a volunteer to submit an updated CRC if the club has reason to believe that they may have been a change to the last record on file.

The submitted CRC will fall into one of 3 categories: Level 1, Level 2 or Level 3.

Level 1 Volunteers are those whose CRC is free of an criminal record history and volunteers in this category are immediately approved, the Local Privacy Officer will note this approval on the volunteers OLA Card and forward the OLA Card for approval to the OLA

The original copy of the CRC, Offense Declaration, and any additional information requested will become the property of the OLA member club, and will not be returned, copied, or forwarded to any other institution or individual, except to the extent required or permitted by law or the OLA's appeals process. CRC's, Offense Declarations, and any other related information will be filed in a separate and secure location.

Level 3 The OLA and OLA member clubs will not knowingly offer the opportunity for new or continued volunteerism or employment to any person with a record of criminal conviction, for which a pardon has not been granted, for the following types of offenses:

1. Any criminal offense under the Criminal Code of Canada, committed against a child 17 years of age and under.
2. Trafficking in or importing for the purpose of trafficking a narcotic under the Narcotic Control Act or a controlled or restricted drug under the Food and Drug Act.
3. Any offense which may pose a risk to the well-being of any of the association's children, volunteers or staff.
4. Violation of a position of trust including theft or fraud.

Level 2 While the convictions above will result in an absolute restriction to volunteering for an OLA member club, a criminal record unto itself does not necessarily prohibit volunteerism. All CRC's that have an offense NOT on the Level 3 list are to be considered Level 2. A Level 2 volunteer can either voluntarily withdraw their application or they are permitted to pursue approval by giving further detail and explanation. Should a Level 2 volunteer pursue approval, the Local Privacy Officer will interview the prospective volunteer and fill out a Criminal Record Check Report on which the Local Privacy Officer will make a recommendation and submit the CRC Report, a copy of the volunteer's CRC (with personal identifiers blacked out) to the OLA Privacy Officer for adjudication. Once approved, the Local Privacy Officer retains the CRC and CRC Report in a secure file. The Local Privacy Officer will note this approval on the volunteer's OLA Card and forward the OLA Card for approval to the OLA.

Appeals: Prospective volunteers that have been identified as having committed Level 3 offenses have no avenue of appeal. Level 2 listed volunteers that are ultimately rejected by the OLA Privacy Officer may appeal this decision. OLA final appeal policies will apply. *Please refer to the OLA Constitution and By-Laws for details

Process:

- For every new volunteer, a current CRC is to be provided to the approved Local Privacy Officer. This CRC must be date stamped only in the current or previous calendar year. The CRC will not be viewed, disclosed to, copied, or retained by any person other than the approved Local Privacy Officer.
- The original copy of the CRC, and any additional information requested, will become the property of the OLA member club, and will not be returned, copied, or forwarded to any other institution or individual.
- Details relating to an offense may be submitted to the OLA Privacy Officer (with personal identification info omitted) as needed to approve Level 2 listed volunteers.
- Volunteers who have already submitted an approved CRC must perform volunteer duties to remain active every year, and must submit an Offense Declaration annually for up to 3 additional years at which time they must re-submit a fresh CRC. It is not necessary to provide a CRC annually, unless at the request of the OLA member club.
- In order for a volunteer to remain "active" they must be OLA registered and complete an offense declaration every year. At the end of the year the OLA member club should review all volunteers in their organization. They should make 'inactive' any volunteer who has not worked during the past year. Should this volunteer wish to return to volunteer duties the next year, they will need to provide an updated CRC to the Local Privacy Officer for approval.



Ontario Lacrosse Association
3 Concorde Gate, Suite 306
Toronto, Ontario, M3C 3N7

T: (416) 426 - 7066
F: (416) 426 - 7382
www.ontariolacrosse.com

November 1st, 2014.

To Whom It May Concern,

On November 1st, 2014 at the 2014 Ontario Lacrosse Association Annual General Meeting a constitutional amendment was carried by the membership of the Ontario Lacrosse Association that stated the following:

OR4.01 – CRIMINAL RECORD CHECK (CRC) (Vulnerable Sector)
OR4.01(a) All OLA bench personnel (coaches, staff, trainers, etc.) and all OLA certified officials (box and field) who are 18 years of age as of January 1st of the current year who coach or officiate athletes 17 years of age or younger must submit a current Criminal Record Check (CRC) (Vulnerable Sector) upon registering for the current year. For previously approved individuals, an Offense Declaration must be submitted as per OR4.01(b). It is the position of the OLA that all OLA member clubs with additional registered volunteers who have direct contact with athletes 17 years of age or younger also submit a CRC. All OLA employees and Staff must submit a CRC.

If you have questions regarding this letter, please contact me by phone at 416-426-7070 or via email at stan@ontariolacrosse.com.

Sincerely,

Stan Cockerton
Executive Director
Ontario Lacrosse Association