

Brantford Community Hockey League – Police Check Policy

Police Vulnerable Sector Check (PVSC) Protocol

BCHL requires that all individuals having direct contact/involvement with our players (Head Coach, Assistant Coaches, Trainer, Assistant Trainer, Manager or Assistant Manager or On-ice volunteers) must complete the **Police Vulnerable Sector Check**.

NOTE:

Approved rosters **will not** be released to teams until all volunteers have either:

- Applied for a PVSC and sent confirmation receipt to the Director of Risk & Compliance
- Provided Risk Management Director with an original approved Police Check (with police seal)

If a volunteer has not provided confirmation that an application has been submitted to the police by November 30th, they will be removed from the Team Roster and Team Roster will be approved with remaining officials.

PVSC's **may** be valid for a period up to **two(2)** years. However, BCHL reserves the right to ask any volunteer on a team to submit a PVSC application and any subsequent fingerprinting at anytime. These checks may be requested with just cause or on a purely random basis.

The renewal period for your PVSC will be every 2 years. (Example: year one PVSC, year two CODF, year three PVSC, etc.)

Criminal Offence Declaration Form (CODF):

If completing a Criminal Offence Declaration Form, it must be completed in full, signed, placed in a sealed envelope with your name printed on the front, and delivered to the Director of Risk or placed in BCHL mailbox.

Police Vulnerable Sector Check (PVSC) can be obtained in person, by visiting the City or Provincial Station.

Coaches/volunteers must obtain a Police Check Letter from BCHL prior to going to the Police Station (found in the FORMS section on our website).

Police Vulnerable Sector Check (PVSC) can be obtained online. Following are the steps required for obtaining Police Vulnerable Sector Check (PVSC) online.

1. Active PVSC's are required for all rostered team officials (i.e., Coach, Assistant Coach, Trainer, Assistant Trainer and Manager).
2. If you are required to complete a PVSC this season, login and register with the Brantford Police Service's Online Police Background Check system. Site can be accessed at: <https://www.policesolutions.ca/checks/services/brantford/register.php>
3. Complete the on-line application for Police Vulnerable Sector Check (PVSC). There is a fee however BCHL will reimburse the cost of the PVSC when receipt is submitted.
4. Completed Police Check will be available for pick up at Police Headquarters or mailed to your home address. Please place the original in a sealed envelope to the attention of the League Vice President.
5. Approved PVSC's or signed declarations are required by January 31st of the current hockey season or you will be suspended from team functions until it can be provided.