**CANUSA GAMES SCREENING PACKAGE FOR:**

* Adult from the Host Family who will assume primary responsibility of a Flint athlete(s) during CANUSA Weekend (August 10-12,2018). You are considered a volunteer because you host the athlete and are not reimbursed.
* Coaches
* Coordinators
* Directors

**PLEASE READ THIS PACKAGE CAREFULLY – TIME SENSITIVE**

**HOST FAMILIES:**

* The Hamilton CANUSA Games is in the process of implementing screening requirements for the Adult from the local Host Family who will assume primary responsibility of a Flint Athlete(s) in 2018. This aligns to screening that occurs of Flint Families who host Hamilton athletes. Our hope is that most parents/guardians already have a completed police check. We appreciate your co-operation, patience, and support. Please refer to the “Frequently Asked Questions” on page 3 of this package or contact CANUSA with any questions.

**REMEMBER! WHEN YOU GO TO THE POLICE STATION YOU MUST BRING:**

* Police Vulnerable Sector Check form (see pages 6-7 in this package if you are a Hamilton resident; if you are not a Hamilton resident get form from your local Police Service website).
* Identification (see page 2 in this package)
* Payment (see page 2 in this package)
* CANUSA Letter signed by Alex Buck (see page 4 in this package)
* You must go to the Police Service where you permanently reside and follow their procedures. If you are a resident of Hamilton, go to Central Police Station at 155 King William Street (see page 2 in this package).

**IMPORTANT! SUBMIT YOUR COMPLETED POLICE CHECK TO THE CANUSA OFFICE – DO NOT GIVE IT TO SOMEONE ELSE TO SUBMIT ON YOUR BEHALF.**

**VULNERABLE SECTOR POLICE CLEARANCE INSTRUCTIONS**

The CANUSA Games in Hamilton requires volunteers to complete a Vulnerable Sector police screening clearance. All CANUSA Games volunteers must complete and submit the form in a timely fashion as it can take 30 days or longer to process. Please follow the instructions below and also refer to the ‘Frequently Asked Questions’ on the back.

Volunteers are required to:

1. **Submit in person to the Police Service Records Department:**

* ‘Request for Vulnerable Sector Screening’ police form and
* ‘Volunteer Applicant-Request for Vulnerable Sector Screening’ letter from CANUSA

**Hamilton Police Service (HPS)**

**Records Department – 1st Floor**

**155 King William Street**

**Hamilton, ON**

**905-546-4767**

(If you reside outside of the City of Hamilton, you must go to the Police

Service that serves the municipality in which you permanently reside.

Hours of operation and fees may be different than HPS. Check website for details.)

**Hours at HPS**

8:30 am to 6:00 pm (Monday to Friday)

Closed on weekends and statutory holidays

**Fee at HPS**

Starting at $25, additional fees may apply if you are required to be fingerprinted. The police can explain this in more detail

**Bring and show 2 pieces of identification to verify identity**

One piece of photo id, and confirmation of date of birth must be presented to the Police Service.

Any 2 of the following are required: Valid Driver’s Licence (with photo), Citizenship Documents,

Birth Certificate, Immigration Documents, Marriage Certificate, Ontario Age of Majority Card,

Baptismal Certificate, Student Card (with photo), Current Passport, Native Status Card,

Employment I.D. (with photo), Vehicle Insurance or Ownership, Health Card (with photo).

Credit cards and S.I.N. cards are not accepted.

Please check the [www.hamiltonpolice.on.ca](http://www.hamiltonpolice.on.ca) website for up-to-date information and requirements.

For a quicker turnaround time, its suggested volunteers consent to having the police search results mailed back to them.

To consent, go to the applicable section on the police form, check the “Yes” box and initial.

**OR**

1. **Submit your application online:**

You may also consider applying for your police check through the Hamilton Police online record checks process.  You must be a citizen of Hamilton, at least 21 years of age, and have been a resident of Canada for at least 12 months.  This process, while more convenient, may not be for everyone.  Visit the website directly at <http://www.policesolutions.ca/checks/services/hamilton/>  and read the information carefully.

1. **Submit to the CANUSA Games:**

* Mail your ORIGINAL embossed ‘Request for Vulnerable Sector Screening’ form from the Police Service in a sealed envelope to:

**CANUSA Games - Attn: Police Liaison (Confidential)**

**c/o Lister Block Building, P.O. Box 2040, Hamilton, ON, L8P 4Y5**

(or if dropping off) **CANUSA Office Location: Bennetto Recreation Centre, 450 Hughson St. N., Hamilton, ON**

* The appointed CANUSA Police Liaison will do an assessment of the applicant and return the original police check to the volunteer within 10 days business days of receipt. Copy will be placed in confidential volunteer file.
* Important: please do not give your police check to anyone else to submit/deliver on your behalf (e.g. Sport Coordinators, Coaches)

**FREQUENTLY ASKED QUESTIONS**

1. **Who is required to have a Vulnerable Sector police check?**

CANUSA requires Hamilton volunteers in a Director, Coordinator, Coaching, and Office Staff role to submit a Vulnerable Sector police check since those are persons are in a position of trust or authority, with direct control and unsupervised access to the children or vulnerable persons. The adult from the host family who will assume primary responsibility of a Flint athlete(s) during CANUSA Weekend (August 5-7. 2016) should also follow the instructions in this package.

1. **Volunteer already has a Vulnerable Sector police check, can it be submitted? When is Offence Declaration Form required?**

For a new volunteer, including the adult from the host family who is assuming primary responsibility of a 2016 Flint athlete, CANUSA needs to see the person’s Vulnerable Sector police check and requires the person to sign CANUSA’s Offence Declaration Form to confirm no occurrences have happened since the police check was done. **Note:** the original embossed Vulnerable Sector police check and the Offence Declaration Form must both be submitted to CANUSA (please follow submission instructions at bottom of the first page).

Returning volunteers need to sign CANUSA’s Offence Declaration Form annually to confirm no occurrences have happened since the police check was done. The police check usually only needs to be submitted to CANUSA once.

1. **Is fingerprinting required?**

According to HPS Records Department, fingerprints are only required if there is an issue with the initial screening (such as ambiguous names etc). Turnaround time on the standard vulnerable sector screening is 30 days and if fingerprints are required it could take up to 30 Days. Fingerprinting is only available at HPS from 10:00 am to 4:00 pm Monday to Friday (closed on weekends and statutory holidays).

1. **Who will see my police check?**

The CANUSA Board has appointed Directors to the Police Liaison role to assess submitted police checks. The Police Liaison is someone with training and experience in this area (e.g. Police Officer). The CANUSA Police Liaison will contact the volunteer if there are any questions regarding the police check.

1. **Will CANUSA cover the fee for the police check?**

The volunteer is responsible for paying the fee directly to the Police Service and will not be reimbursed by CANUSA. CANUSA is a not-for-profit organization and as such not in a position to subsidize or refund fees.

1. **What is CANUSA in Flint doing?**

The CANUSA Games in Flint, Michigan is run by the Flint Olympian & CANUSA Games Committee. They have their own separate requirements in terms of screening and checks. The Hamilton CANUSA Board sets requirements for the Hamilton side of the Games only. As such, individuals must follow the practices and requirements for the city to which they are affiliated.

1. **Additional questions?**

If the question is about CANUSA procedures, please contact the CANUSA Hamilton Office and speak to our Administrator. If it’s confidential, then please ask to speak directly with the appointed CANUSA Police Liaison.

If the question is about the search process and procedures followed by the Police Service, then please refer to the <http://www.hamiltonpolice.on.ca/HPS/Services/Records/> website and contact them directly

Hamilton Police Service

Records Department

155 King William Street

Hamilton, ON

L8N 4C1

(or other local area Police Service)

**VOLUNTEER APPLICANT**

**REQUEST FOR VULNERABLE SECTOR SCREENING**

|  |  |
| --- | --- |
| **Volunteer Name:** |  |

To Whom It May Concern:

The above mentioned volunteer has applied to the CANUSA Games in Hamilton. The CANUSA Games is a not-for-profit organization that is the largest and longest running amateur international games in North America. CANUSA holds Olympic style sporting competitions for children between the ages of 8 to 17, alternating annually between the cities of Hamilton, Ontario, Canada and Flint, Michigan, USA.

As part of the organization’s screening process, volunteers are required to complete the **REQUEST FOR VULNERABLE SECTOR SCREENING**, a copy of which has been provided to this volunteer applicant.

The volunteer is aware that a charge is applicable and is the responsibility of the volunteer.

Thank you for your support of the CANUSA Games.

Sincerely,



Alex Buck

CANUSA Games Board of Directors, Police Liaison

**OFFENCE DECLARATION FORM**

**(Volunteers to complete and submit to CANUSA annually)**

I attest that I have advised the CANUSA Games Board of Directors Police Liaison(s) if I became the subject of any criminal investigation, if I became the subject of any child welfare investigations, if my driver’s license has been suspended or restricted for any reason, or if any charges were brought against me, even if the charges are pending.

Please check the appropriate box:

|  |  |  |
| --- | --- | --- |
|  |  | There have been no occurrences as described above since my last Police Record Check or Offence Declaration Form. |
|  |  | All reportable matters as described above were discussed with CANUSA Games Board of Directors Police Liaison(s) at the time of the occurrence(s). |

I hereby attest that the information disclosed herein is true, complete and accurate to the best of my knowledge and belief.

**(Please Print)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Legal First Name: |  | | | |
| Legal Middle Name: |  | | | |
| Legal Last Name: |  | | | |
| Preferred First Name: |  | | | |
| Home Address: |  | | | |
| City: |  | | | |
| Phone Number: | ( ) | | | |
| Role (please circle): | Adult from Host Family / Coach / Coordinator / Director / Office / Other Volunteer | | | |
| Sport: |  | | | |
| Name of Athlete (if applicable): |  | | | |
| Signature: |  | | | |
| Date: |  | | | |
|  | |  | | | |
| **CANUSA Office Use Only:** | | | | | |
| CANUSA Games Witness: (to be signed upon receipt) |  | | Date: |  |

\*\*Copy to be placed in confidential file\*\*