



# Criminal Record Check/Background Screening 2018-19

Hockey Alberta's Board of Directors Policy requires background screening (also known as a Criminal Record Check) of individuals involved in hockey who hold positions of trust. The policy is designed with the safety of all participants in mind. The policy requires that all staff members, volunteers and any other individuals involved in programs directly administered by Hockey Alberta, including the Officials Program, must complete background screening.



To make this process as accessible and efficient as possible for you, Hockey Alberta has partnered with Sterling Talent Solutions. The benefits for you include:

- A process that is completed online
- Forgery-proof results returned within 1-2 business days
- Results you can share with other organizations for free, at the click of a button

## How Sterling Talent Solutions works:

1. Go to Hockey Alberta's landing page: [www.backcheck.net/hockeyalberta](http://www.backcheck.net/hockeyalberta)
2. Under Select a Role, click OFFICIAL.
3. Under Select a Location/Position, click your Region location (for example, Central Region).

4. Create your account, securely provide your information, and verify your ID online. In some cases, you may be unsuccessful in verifying your ID online. If that happens, please print and complete the ID verification and visit any Canada Post office with valid government-issued identification. In total, the process usually takes about 5-10 minutes.

That's it!

Results will be returned to your account, and to Hockey Alberta, within 1-2 business days.

Hockey Alberta will contact you if follow-up is required.



## **FREQUENTLY ASKED QUESTIONS:**

**Q: Is every official in Alberta required to complete the screening?**

A: All officials registered with Hockey Alberta, who are 19 years of age or older as of December 31 of the current season must complete the screening.

**Q: What is the deadline for completion?**

A: Background screening is a prerequisite to register for a clinic.

**Q: What happens if I don't complete the screening?**

A: You are unable to register for a clinic.

**Q: How much does it cost?**

A: \$25 (plus taxes) for each official.

**Q: How quickly are results returned?**

A: Results are guaranteed within 1-2 business days after ID has been verified. Based on a clear result, Hockey Alberta will update your HCR profile within a week so you can register for a clinic.

**Q: How often will I have to complete background screening?**

A: For Hockey Alberta, background screening is required every three years.

**Q: How does Sterling Talent Solutions verify ID online?**

A: Sterling Talent Solutions has partnered with TransUnion to ask applicants questions related to their credit history, as is done with online banking or changing your address online with Canada Post. Ninety per cent of applicants verify their ID online successfully. Those who are unsuccessful will need to complete traditional ID verification at any Canada Post office. This process is the same as would occur at a police station, but is more convenient due to more locations and extended hours of operation.

**Q: Where does my information come from?**

A: Screening results are provided by an authorized Canadian Police Agency. Sterling Talent Solutions works with police departments across Canada to obtain Name-based Criminal Record Checks conducted via the Canadian Police Information Centre (CPIC).

**Q: Why do I need to verify my identity?**

A: Identity verification is required for all Criminal Record Checks. Sterling Talent Solutions provides you with electronic and physical ID verification options along with detailed instructions. Once your identity verification is complete and received, your check will be processed within 1-2 business days.

**Q: Can I submit results from background screening completed for another organization?**

A: Yes if the background screening was completed through Sterling Talent Solutions. Those results can be shared from your personal Sterling Talent Solutions account direct to Hockey Alberta. Results completed using any other process or company are not valid for Hockey Alberta.



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**Q: What payment methods are available for my background screening?**

A: Payment is accepted online only using Visa or Mastercard. Pre-paid credit cards or debit cards ARE NOT accepted.

**Q: What happens if my background screening indicates I have a criminal record, or a “positive check”?**

A: Hockey Alberta’s policy defines Discretionary Convictions, Unacceptable Convictions, and Criminal Charges. If you have a “positive check” in your background screening, you will be contacted by a Hockey Alberta representative to review the results. A Discretionary Conviction or a Criminal Charge could result in you not being eligible to hold a position of trust with Hockey Alberta. An Unacceptable Conviction means you cannot hold a position of trust with Hockey Alberta.

**Q: What offences are included under Unacceptable Convictions?**

A: In accordance with the Hockey Alberta Policy, conviction(s) for the following offences are considered Unacceptable, and will result in you being unable to hold a position of trust with Hockey Alberta:

- Sexual Assault (in the past 10 years)
- Assault on a child (child abuse)
- Any sexual offence that involves a victim under the age of 18
- Trafficking in illegal substances

**Q: What if I disagree with a decision to disqualify me from holding a position of trust?**

A: In accordance with Hockey Alberta Policy, you have the right to file a formal ‘objection’ to the disqualification and have Hockey Alberta complete a further review of the situation. All ‘objections’ must be submitted in writing within seven days of your receipt of the decision and must include detailed rationale as to why you should be considered for reinstatement. Consulting Officials Committee delegates, Hockey Alberta will review all submitted documentation and render a decision within 15 days of receiving the objection.

**If you have questions, or for more information:**

**OFFICIALS’ CLINICS**

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