



CANUSA Games Hamilton Branch

Office Location: Bennetto Recreation Centre • 450 Hughson St. N., Hamilton, Ontario

Mailing Address: City Centre c/o Recreation Division • 77 James St. N., Hamilton, Ontario L8R 2K3

VULNERABLE SECTOR POLICE CLEARANCE INSTRUCTIONS

The CANUSA Games in Hamilton requires volunteers to complete a Vulnerable Sector police screening clearance. All CANUSA Games volunteers are encouraged to complete and submit the form in a timely fashion as it can take up to 30 days 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

\$15 (payable to 'Hamilton Police Service')

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 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.

2. **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)
City Centre, 77 James St. N., Hamilton, ON, L8R 2K3**

(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, Board Directors)



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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.

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

CANUSA will accept Vulnerable Sector police checks done within the last 24 months, but the volunteer must also sign CANUSA's Offence Declaration Form confirming 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 first page).

3) 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 4 months. Fingerprinting is only available at HPS from 10:00 am to 4:00 pm Monday to Friday (closed on weekends and statutory holidays).

4) 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.

5) 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 fees.

6) 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.

7) 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.

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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

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OFFENCE DECLARATION FORM

(complete and submit to CANUSA if police check was not done in current calendar year)

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: _____

Sport: _____

Signature: _____

Date: _____

CANUSA Office Use Only:

CANUSA Games Witness: _____ Date: _____
(to be signed upon receipt)

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

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