



## Criminal Record Check/Background Screening Requirements

Hockey Alberta's Board of Directors has approved changes to its policy on 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 on-ice Officials, must complete background screening.



In order to make this process as accessible and efficient as possible for you, Hockey Alberta has partnered with SterlingBackCheck. The benefits for you include:

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

### How SterlingBackCheck works:

1. Go to Hockey Alberta's landing page: [www.backcheck.net/hockeyalberta](http://www.backcheck.net/hockeyalberta)
2. 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 occurs, please print and complete the ID verification and visit any Canada Post office. In total, the process usually takes about 5-10 minutes.
3. That's it! Results will be returned to your account, and to Hockey Alberta, within one business day.

---

## FREQUENTLY ASKED QUESTIONS:

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

A: All officials registered with Hockey Alberta, who are 18 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 to be completed by January 15 of the current season.

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

A: Effective January 16 of the current season, any official who has not completed the screening WILL NOT be assigned to work any hockey games in Alberta. Once the official has completed the screening, and the results have been received, s/he will be return to being eligible for scheduling.

### Q: How much does it cost?

A: \$28 (plus taxes) for each official.

### Q: How quickly are results returned?

A: Results are guaranteed within one business day after ID has been verified.

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

A: For Hockey Alberta, new background screening will be required every three years.

### Q: How does SterlingBackCheck verify ID online?

A: SterlingBackCheck has partnered with TransUnion to ask applicants questions related to their credit history – similar to 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.



## Criminal Record Check/Background Screening Requirements

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

A: Screening results are provided by an authorized Canadian Police Agency. SterlingBackCheck 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. SterlingBackCheck 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 one business day.

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

A: Yes, if the background screening was completed through SterlingBackCheck (also known as mybackcheck.com). Those results can be shared from your personal SterlingBackCheck account. Results completed using any other process or company are not valid for Hockey Alberta.

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

A: Payment is accepted online only using Visa or Mastercard.

**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 for any convictions or charges, 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: According to 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: According to the Hockey Alberta Policy, you have the right to appeal the decision. The appeal must be submitted in writing within seven days of your receipt of the decision. The appeal will be heard within 30 days by a committee comprised of Referee Committee and Zone representatives, and Hockey Alberta representatives.

---

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

Contact the Hockey Alberta office: Phone: 403-342-6777      OR      Email: [info@hockeyalberta.ca](mailto:info@hockeyalberta.ca)