MEMORANDUM

To: Hockey Association Presidents
From: Geoff Churchill, Chair, Risk Management, Hockey Nova Scotia
Subject: Screening Declarations: Charges, Convictions, Sanctions and Changes in Circumstances
Date: November 19, 2026

Hockey Nova Scotia is asking all Associations to reinforce the importance of complete and timely disclosure through Hockey Canada's screening and declaration process. The purpose of the declaration is not to presume wrongdoing. It is to ensure that relevant information is identified and can be reviewed appropriately so that participant safety, organizational integrity and procedural fairness are protected.

Hockey Canada's declaration requirements extend beyond criminal convictions. Individuals subject to the screening process are expected to disclose relevant matters including:

- **Criminal convictions** where disclosure is required under the applicable screening requirements;
- **Pending criminal charges or proceedings** that have not yet been resolved;
- **Investigations or proceedings involving alleged wrongdoing**, including matters arising through another sport organization, association, employer, regulatory body or other organization, where they fall within the declaration requirements;
- **Discipline, sanctions, suspensions, dismissals or removal from a position** imposed by another sport or organization; and
- **Changes in circumstances** after the original declaration or screening documentation has been submitted.

Link to Hockey Canada Volunteer Screening form:
https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Speak-Out/Downloads/criminal_record_search_eng.pdf

The key principle for Associations is that disclosure and adjudication are separate steps. A declaration that a charge, investigation or disciplinary matter exists does **not** establish that misconduct occurred and should not automatically result in an adverse decision. Rather,

disclosure allows the appropriate screening authority to determine whether further information or review is required and what, if any, risk management measures are appropriate.

Association Responsibilities

Association Presidents should ensure that individuals in positions subject to screening understand that their responsibility to disclose is ongoing. Screening should not be viewed as a one-time criminal record check completed at the beginning of a season.

Where an Association becomes aware of a charge, conviction, investigation, sanction or other potentially reportable matter, the Association should:

1. **Ensure the matter is referred through the appropriate screening process** rather than attempting to determine guilt or innocence locally.
2. **Maintain confidentiality** and limit information to those who require it to perform their screening, governance or risk management responsibilities.
3. **Avoid assumptions based solely on an allegation or investigation.** The existence of an investigation is not, by itself, a finding of wrongdoing.
4. **Document the disclosure and steps taken** so there is a clear record that screening obligations were followed.
5. **Refer uncertain or significant matters to Hockey Nova Scotia** for guidance before making decisions that could affect an individual's eligibility or participation.

Matters Involving Other Organizations

Particular care should be taken when an individual is the subject of an investigation, disciplinary process, sanction or removal by an organization outside hockey. The fact that the matter originated elsewhere does not necessarily make it irrelevant to hockey screening.

Where the circumstances may relate to participant safety, abuse, harassment, violence, fraud, breach of trust, inappropriate conduct with minors or vulnerable persons, or another matter relevant to the responsibilities of the hockey position, it should be disclosed and referred for appropriate review. The screening process can then determine its relevance rather than leaving that determination solely to the individual or local Association.

Consistent Application

Hockey Nova Scotia expects these requirements to be applied consistently and fairly. Associations should neither disregard potentially relevant matters nor treat an allegation, charge or investigation as proof of misconduct. The objective is a screening process that identifies relevant information, assesses risk appropriately, respects confidentiality and procedural fairness, and places participant safety at the forefront.

Please ensure that those responsible for screening within your Association are made aware of these expectations and that volunteers and other screened individuals understand their continuing obligation to update their declaration when circumstances change.

Questions regarding whether a particular circumstance requires disclosure or how a disclosed matter should be handled should be referred to me at gchurchill@hockeynovascotia.ca rather than resolved informally at the local level.

Sincerely,

Geoff Churchill
Chair, Risk Management
Hockey Nova Scotia