



COLE HARBOUR MINOR BASEBALL ASSOCIATION

Background Check Policy

(Revised November 2006)

Article 18.1 of the CHMBA By-Laws state that: "All members of the CHMBA Executive, Division Coordinators and Coaches will be cleared through the Child Abuse Register and provide a Criminal background check"

Although we appreciate your willingness to volunteer, in order to comply with our By-Laws and in the best interest of the children playing with CHMBA; if you have not been cleared through the processes set out in this policy, you will not be allowed to coach or volunteer with CHMBA.

The process for being cleared is as follows:

1. Child Abuse Registry Search
 - Complete Form XIII Child Abuse Register Search and return to the Nova Scotia Community Services office at Cole Harbour Place or mail to the indicated address on the form. They will notarize it at their office on the 3rd floor of Cole Harbour Place.
2. RCMP/Police Department Criminal Background Check
 - For those living in the Cole Harbour/Forest Hills/Mineville/Lake Echo/Porters Lake go to the Cole Harbour RCMP
 - For all other areas in Dartmouth, go to the Dartmouth Police Station behind the Dartmouth General Hospital.
 - Advise the detachment that CHMBA has an MOU (Memorandum of Understanding) on file and there should be no fee.
 - You will require a NS Drivers License or the NS Photo ID with a current address and also your SIN card or NS Health Card for ID.
3. Once the searches have been completed you will receive a copy. A copy of these forms signed by the authorities in the appropriate places must be turned in to the CHMBA Vice President.
4. Coaches/Assistant Coaches will not be assigned a team roster until this form has been returned.
5. Once completed, CHMBA considers these documents valid for the duration of your coaching term with us, unless the Executive feels it has cause to request subsequent checks.