Minor Oaks Hockey Association

Instructions For The Criminal Offence Declaration

All MOHA volunteers, board members and office staff are required to have a current police clearance on file in the MOHA office. MOHA considers Police Clearances to be valid for the period 4 years after the date of issue.

In the intervening years, all volunteers, board members and office staff are required to submit a Criminal Offence Declaration.

New Volunteers

… You Need To Submit

1. ***A current police clearance from the Halton (Oakville) Police Station (Please tell them you are acting as a volunteer for the Minor Oaks Hockey Association)***
2. ***No Criminal Declaration is required***

Existing Volunteers Whose Police Clearance Has or Is About To Expire

… You Need To Submit

1. ***An current up-to-date police clearance***
2. ***No Criminal Declaration is required***

Existing Volunteers Who Have A Current Police Clearance Already On File With MOHA

… You Need To Submit

1. ***A Criminal Declaration is required ANNUALLY until the year in which the current police clearance expires***

NOTE: If you do not have a valid police clearance on file with MOHA and you already have a valid police clearance within the last two years

… You Need To Submit

1. ***The original of the police clearance that you already have … AND***
2. ***A Criminal Declaration for the current year***

All documents must be dropped off the MOHA office duly signed

When a police clearance is submitted, a copy will be made, both copies will be date stamped and stamped received. These stamps are proof that the office has received the original for processing. The original will be returned to the volunteer etc. The office will update their records accordingly.