



Please find a sample of an effective Volunteer Screening Procedure from an Alberta minor hockey club. The sample was provided by Glenlake Minor Hockey League in 2009 when the club applied to have their volunteer Police Information Checks covered by the Government of Alberta through the Volunteer Police Information Check Program. For more information on the program or to apply, visit voan.volunteeralberta.ab.ca.

ABC Minor Hockey Club Volunteer Screening Procedure

This procedure applies only to volunteer procedures related to ABC volunteers who are coaches, assistant coaches as these positions are in direct contact with players on a regular basis. Volunteers who are not in direct contact with players are not subject to this procedure but are subject to alternate procedures as may be developed by the ABC Minor Hockey Club from time to time.

1. Recruitment

- Individuals who are interested in volunteering at ABC are asked to submit a written application outlining their names, contact information, area of interest, experience and references. Application forms are found on the ABC website.
- Applications will be reviewed by the Age Group Coordinator and or the Director of Hockey Development (or his/her backup) to assess suitability and qualifications.
- Applicants will have their references contacted by the age group coordinator or his/her backup who shall report the results of the discussions with references to the Director of Hockey Development
- The most qualified coaching applicants who pass pre-screening are to be recommended by the Age Group Coordinator to the ABC Board for approval for coaching for a 1 year term.
- In cases where some information is insufficient, potential applicants may be referred to the CSRC for further review.
- Should there be any issues arising out of discussions with references, the Age Group Coordinator shall discuss the issues with the CSRC . Should there be no issues arising, applicants will be voted on for approval by the ABC Board of Directors.
- All on-ice volunteers approved by the Board shall be subject to a police background check.

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- Should the police background check result in a concern being raised regarding the volunteer, the ABC President and Vice President shall review and make the final determination as to whether the concern raised by the check is serious enough to void the application. Should the police check uncover a criminal past regarding any offence against a minor that is a safety issue with any ABC individual, the volunteer's application shall be voided and another volunteer will be recruited.

2. Ongoing Supervision & Education

- The Director of Hockey Development will schedule coaching information sessions during the course of the season. One of those sessions shall occur prior to the start of each season.
- The Age Group Coordinator for each age group shall ensure that all on-ice volunteers are registered as on-ice volunteers with the ABC Registrar to ensure that all on-ice volunteers are covered by the appropriate Hockey Calgary insurance.
- The Age Group Coordinator for each age group shall ensure that all on-ice volunteers meet basic Hockey Calgary requirements for serving as volunteers.
- The Director of Hockey Development and Age Group Coordinators will conduct "spot checks" of coaches during practices and, if possible, during games.
- Coaches, assistant coaches, and parents are encouraged to have open lines of communication to the Age Group Coordinators and to the Director of Hockey Development with respect to any on-ice or dressing room concerns as per the communication hierarchy as provided by Hockey ____ (eg. Calgary).
- Any disciplinary issues regarding coaches are to be brought to the attention of the Age Group Coordinator for resolution. Should the Age Group Coordinator be unable to resolve the issue, the Hockey Development Coordinator shall be notified and if needed the Vice President and/or President shall be notified to attempt a resolution. Any unresolved issues may be directed to Hockey Calgary for final evaluation.
- Parents are encouraged to complete a ABC coach and assistant coach evaluation and online survey made available to them via email in February or March of each season.

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