



WEST VANCOUVER MINOR HOCKEY ASSOCIATION

Screening Policy and Procedures



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Categorization of Risk

High Risk Positions

- Head coach
- Assistant coach
- Director of Hockey Operations
- President
- Coach Committee member

Medium Risk Positions

- Team manager
- Safety manager
- All WVMHA Board members
- Giants Night volunteer
- Equipment manager
- Fund raising volunteer
- On-ice officials

Low Risk Positions

- Merchandising manager
- Ice scheduler
- Referee assignor
- Timekeepers/scorekeepers

Screening Processes

High Risk Positions

- Reference check/recruiting process
- Police/background check
- Position descriptions
- Interview
- Orientation & training
- Codes of Conduct

Medium Risk Positions

- Reference check/recruiting process
- Police/background check
- Position descriptions
- Interview
- Orientation & training
- Codes of Conduct

Low Risk Positions

- Recruiting process
- Position description

Recruitment

Recruitment is an on-going activity that is busiest in the pre-season and first 60 days of the season.

The WVMHA registration system automatically prompts all parents to consider volunteering and collects expressions of interest from parents on specific volunteer positions. Communications to families about the importance of volunteering is used and underscores the importance of active participation of parents in the hockey program. Meetings with all teams in mid September are used to recruit team volunteers.

One of the key duties of the Director of Hockey Operations is to solicit and encourage all teams to be staffed with volunteers for each team – coaches, managers and safety persons.

The WVMHA president and all board members have the duty to recruit board positions as well as volunteer and paid positions for the association itself.

A recruitment registry is maintained by the WVMHA registrar and serves as an important data base of volunteer candidates.

Application Process

All volunteers are to fill out the application form available on our website:
<http://www.wvmha.ca/volunteer-application/>

Reference Checks

Some form of reference checking needs to be done on all volunteers. The nature and type of reference checking is determined by the type of volunteer or paid position involved. We can divide reference checks into two broad groups.

Detailed Reference Checks

Requirement – multiple sources, suitability, experience, reputation, volunteer history.

Needed by:

- All WVMHA board positions
- Director of Player Development
- Coaching Coordinator
- Treasurer
- Risk Manager
- Coaching Committee members
- Referee Assignor
- All paid positions
 - Registrar
 - Director of Hockey Operations
 - Ice Scheduler
 - Referee in Chief
- Team coaches

Basic Reference Checks

Requirement – suitability, reputation.

- Team and Safety volunteers
- Equipment manager
- Merchandise manager
- Photo Day coordinator

Criminal Records Check

All volunteers and paid positions who have any interaction with players require a CRC and this list will include all positions defined in guidance from Hockey Canada/ BC Hockey. All suppliers of hockey services must also have these record checks completed for all personnel directly involved with WVMHA.

CRCs are to be completed once every three years. Eligibility will be defined by Hockey Canada guidelines on background checks.

Orientation and Training

Designated volunteers will require 100% compliance with orientation and training programs as stipulated by BC Hockey. This includes Hockey Canada's National Coach Certification Program for all levels of hockey coaching, criminal records check and Respect-in-Sport certification. Volunteers will also be required to attend a variety of PCAHA based seminars and league meetings. On ice officials will be trained and supervised by the Referee in Chief and this will include certification and training courses provided by BC Hockey.

Additional orientation and training to these Hockey Canada, BC Hockey and PCAHA programs will include season start-up meetings by WVMHA Board members and hockey staff at each level. In addition, WVMHA will host an orientation meeting in September for all team officials. A comprehensive team manager manual is available to all volunteers with detailed instructions on the role and processes involved in managing a hockey team:

http://www.wvmha.ca/my_files/Policies/WVMHA-Managers-Manual-2015.pdf

Supervision and Evaluation

The Director of Hockey Operations will provide supervision and evaluation through on-going contact with coaching staff through-out the season. A year-end survey of all hockey families will also be used to monitor coaching as well as general volunteer and staff performance. The survey is available here:

<http://www.wvmha.ca/parent-feedback/>