



Windermere Valley Minor Hockey Association

P.O. Box 2848, Invermere, B.C. V0A 1K0

October 13, 2018

BC Hockey Office
6671 Oldfield Road
Saanichton, BC
V8M 2A1

Sent via e-mail: info@bchockey.net

To Whom It May Concern,

RE: Volunteer Screening Procedure

Please accept this letter as confirmation of the Windermere Valley Minor Hockey Association's screening procedure. Currently, this is not adopted policy but has been in practice for over the past 7 years. It is a multi-step process reflecting our current volunteer conditions within the community. The steps are as follows:

1. All coaches are required to submit an application for preliminary review by the Coach Coordinator.
2. Applications are reviewed and recommendations to the coach selection committee that includes the President, Vice-President and Coach Coordinator. Recommendations are formulate based upon past experience and parent input for each level.
3. Coaches are required to appoint their assistants and managers for the teams.
4. All volunteers are required to submit a current criminal record check from the RCMP.

Although not policy, this procedure has been adhered to for the past 7 years and has allowed the association to retain coaches and volunteers while providing adequate protection for the youth within the association.

As well, we do follow a discipline process if we receive any complaints regarding any of our volunteers.

If you have any questions or require additional information, do not hesitate to contact me at 250-342-9516.

Regards,

Brendan Donahue
President