



Windermere Valley Minor Hockey Volunteer Screening Process

Volunteer Screening Policies and Procedures

Categorization of Risk

High Risk Positions

- Head coach
- Assistant coach
- Contracted Hockey Service Providers

Medium Risk Positions

- Team manager
- Safety manager
- All WVMHA Board members
- On-ice Helper

Low Risk Positions

- Team treasurer
- Penalty Box Attendant
- Timekeeper/scorekeeper

Screening Processes

High Risk Positions

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

Medium Risk Positions

- Recruiting process
- Police/background check
- Position descriptions
- Interview as needed
- 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 early to mid September are used to recruit team volunteers.

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

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

Application Process

All volunteer positions that are high and medium risks are to fill out the application form available on our website under Registration - Teamsnap Volunteer Application

Criminal Records Check

All volunteers who have any interaction with players require a CRC and this list includes 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 is defined by Hockey Canada guidelines on background checks.

Orientation and Training

Designated volunteers 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, Respect-in-Sport certification and CATT (if applicable).

Additional orientation and training to these Hockey Canada and BC Hockey programs include season start-up meetings by the WVMHA Coach Coordinator and the coaching staff at each level. In addition, the WVMHA Manager Mentor hosts orientation meetings in September for managers and treasurers. A comprehensive team manager manual is available on our website to volunteers with detailed instructions on the role and processes involved in managing a hockey team.

Supervision and Evaluation

The Coach Coordinator, President and Vice President provide supervision and evaluation through on-going contact with coaching staff through-out the season. The Manager Mentor and Treasurer provide supervision and evaluation of the team managers and treasurers throughout the season as well. A year-end survey of all hockey families is used to monitor coaching/managing as well as general volunteer and association performance. The WVMHA website has an anonymous reporting link for members to report any concerns.

Reference Checks

Reference checking is done on volunteers in high risk positions.

Reference Checks

Requirement – suitability, experience, reputation, history of any disciplinary actions.

Needed by:

- Team coaches
- Contracted Hockey Service Providers

