

FIELD HOCKEY ALBERTA

Field Hockey Alberta Volunteer Screening Policy

1. **Clear volunteer position/role descriptions** | Volunteer positions, must follow the FHA code of conduct and ethics as well as any roles and responsibilities stated in their volunteer role.
2. **Formal recruitment process** | Volunteers must provide coaching, assisting or management resumes when required.
3. **When necessary, request the appropriate Police Information Check** | If determined necessary a Police Information Check will be conducted. FHA is set up online with ePic and will provide volunteers with letters and an instructional video to help with the police check process. Police checks must be requested by clubs for club volunteers and submitted checks will be kept on file at the FHA office.
4. **Conduct orientation & training sessions** | Ensure that the volunteer is aware of organizational structures and policies.
5. **Supervise & evaluate** | Using the position description as a reference point, evaluate the volunteer at least once a year and preferably 1-2 times a year. Clarify expectations and identify challenges.
6. **Participant/recipient follow-up & feedback** | Listen to feedback about the service provided by the volunteer. Ensure that volunteers are aware that follow-ups will be conducted.