



## **KERRY PARK MINOR HOCKEY**

Box 56  
Mill Bay, BC  
V0R 2P0

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# Screening Process

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The purpose of this document is to provide members of Kerry Park Minor Hockey Association with an outline of our Risk Management Process. Screening is a very important component of our organization's due diligence in the area of compliance, safety, and risk management.

This is a living document that will be continuously updated to reflect the changes implemented by our governing bodies – Hockey Canada, BC Hockey, and Vancouver Island Amateur Hockey Association – as well as the legislation we are mandated to follow – The Society Act of BC and the Freedom of Information and Protection of Privacy Act.

The documentation referenced throughout the report may be requested at any time.

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## **Risk Assessment**

KPMHA has assessed itself with having a medium risk environment. KPMHA volunteers are integrated with the operational activities relative to our hockey programming including the following:

- KPMHA property and equipment
- Minor aged children
- Confidential information
- Controlled access to Association funds
- In some cases, volunteers may be in a position to make decisions on behalf of the organization (i.e. A board member is also a coach).

## **Job Descriptions**

Clear and precise position descriptions are developed for each Board position within the Association. Responsibilities and expectations are clearly laid out within KPMHA's [Constitution and Bylaws](#) . With respect to coaches and team managers, qualifications and job requirements are identified in the annual coaching applications and team manager's handbook created and distributed by KPMHA.

With respect to Risk Management, KPMHA has a Board position of Risk Manager who is responsible for tracking volunteer certifications and insurance policy coverage.

## **Recruitment**

### Board of Directors

The President, 1<sup>st</sup> and 2<sup>nd</sup> Vice President, and Treasurer positions are available every second year on a rotational basis. Board members at large are recruited at the Annual General Meeting where volunteers are asked to complete nomination forms for each respective position. This process is outlined in our [Constitution and Bylaws](#) . Advertising for these positions is distributed through the KPMHA website, the ice facility, and the local newspaper.

### Coaches, Team Managers, and Safety Volunteers

Coaches for Competitive Teams are recruited in early June of each year and Recreational coaches are recruited in August. Coach applications forms are required on which the details of the position are outlined. Team managers and Safety volunteers are recruited in September once teams are composed. Advertising for these positions is distributed through the KPMHA website, the ice facility, and the local newspaper.

## **Application Forms**

All of the application forms used by KPMHA are resourced through Hockey Canada.

## **Interviews**

KPMHA conducts interviews for those applying for all positions within KPMHA except where the membership votes for individuals volunteering for a position on the Board of Directors. KPMHA fosters a fair and objective screening process that allows an opportunity for the applicant to speak to their background, skills, interests, and availability. This process also allows KPMHA to explore the suitability of the applicant. This process is conducted with a Selection Committee who in turn reports to the Board of Directors.

The interview questionnaire for coach applicants was developed in accordance with Hockey Canada guidelines and resources.

## **Reference Checks**

Applicants are asked to provide at least two references when applying for coaching positions. Once the selection committee feels the applicant has satisfied all criteria and completed a successful interview, permission to contact the references is requested.

## **Criminal Record Checks**

KPMHA's current policy is to have **ALL** volunteers complete a criminal record check every three years. However, KPMHA encourages volunteers to complete them annually. KPMHA provides volunteers with the Justice Institute of BC link for criminal record checks. All KPMHA volunteer CRC applications and confirmations are recorded in the Hockey Canada Registry.

## **Orientation and Training**

KPMHA provides orientation and training sessions annually for the following:

- Team managers
- Safety Officials
- BC Hockey Officials – Levels 1 to 3 every year in September.
- Coaches – Hockey Canada's National Coaching Certification Programs

All clinics successfully completed by KPMHA volunteers are recorded in the Hockey Canada Registry.

## **Supervision and Evaluations**

### Regular Season Evaluations

The KPMHA President and 1<sup>st</sup> Vice-President have implemented regular contact with participants and family members on a rotational basis. Between the two individuals, games are attended within all divisions in order to make contact with the officials, coaches, team officials, parents, and players. Should any concerns be observed or brought forward to our attention, follow-up activities are implemented.

### End of Season Evaluations

KPMHA conducts volunteer evaluations at the end of each season unless there are concerning issues brought forward during the regular season from a member that require further investigation. We have conducted manual coach and board member evaluations as well as electronic versions. Performance evaluations are completed by parents, players, non-parent volunteers, and BC Hockey officials.