



# Airdrie Minor Basketball

## Volunteer Recruitment, Training and Screening Process

### 1. Recruitment

- a) Recruitment of volunteers will be the responsibility of the AMBA Board of Directors and conducted in accordance with this volunteer screening process. The Volunteer Coordinator will be the Board member with the primary responsibility for recruiting new volunteers.
- b) New volunteers may be recruited through personal or working relationships with AMBA Board members, affiliations with community organizations, through the player registration process at the start of the season, through email, website and social media posts or through attendance at the Annual General Meeting.
- c) Individuals who are interested in becoming a Board member, coach, assistant coach or team manager must complete and submit an [application](#) (by mail, personal drop-off or electronically) In cases where the application is incomplete, the Volunteer Director will contact the applicant to discuss the omitted information.
- d) The Volunteer Coordinator and/or Vice President and/or President may contact the references provided in the application. If issues are identified while speaking with references, the applicant will be contacted to address questions prior to further processing of the application.
- e) In the case where more than one volunteer has applied for a position, the most qualified applicant will be recommended for approval, except in the case of multiple nominees for a Board position.

- f) Once an applicant is conditionally approved, the applicant must complete the following prior to the start of the season or commencing any volunteer activities.
  - a. RCMP conducted criminal record check.
  - b. RCMP conducted vulnerable sectors (VS) check.
    - i. Volunteers must provide AMBA with an updated RCMP-conducted criminal record check and vulnerable sectors check every three years.
  - c. Print, review and sign the AMBA Volunteer Confidentiality Agreement.
  - d. Attend the AMBA/CMBA pre-season coaches clinic, if applicable.
  - e. Attend the AMBA Coaches Information and Orientation meeting, if applicable.

If the RCMP criminal record check or vulnerable sectors check reveal an issue regarding an applicant, the AMBA President will contact the applicant to get further details regarding the concern and to determine whether the concern is due to a clerical error or is of a nature that does not pose a future threat to the safety and well-being of AMBA players, coaches, referees, other volunteers or the Board of Directors. If it is determined that the applicant does not pose a threat, the President will present their findings and the Board of Directors will vote on moving forward with the application. The vote results must be unanimous to move forward.

- h) The Registrar and Volunteer Coordinator will ensure that all volunteers are registered with the Calgary Minor Basketball Association (CMBA), meet all CMBA and Basketball Alberta requirements for volunteers and are covered by the appropriate AMBA and CMBA liability insurance.

## **2. Volunteer training**

- a. Vice President will oversee the scheduling, organization and delivery of mandatory coaching information sessions prior to, and throughout, the regular season.
- b. AMBA will communicate coaching development opportunities via email, website updates and through social media channels.
  - i. AMBA will fund a portion or all of the fees associated with training programs that volunteers would like to take in addition to mandatory training, subject to receiving and approving a request for support from the volunteer in advance of the training program.
- c. New coaches must take, at minimum, NCCP FUNDamentals training within their first year of coaching. Basketball Alberta requires coaches who attend Provincials have this training at minimum.
- d. Vice President will visit practices at least twice in a season to facilitate communication with coaches, assistant coaches, players and parents. During these visits, the Vice President will gather information, which will be filed under the coaches name for future reference.

**3. Effective date and annual review of process**

- a. This process will be made effective April 20, 2016.

