



CAC Volunteer Screening Procedures

1.0 Introduction

Screening of volunteers for positions at Canadian Athletic Club (CAC) promotes better volunteer matching, improved quality and safety of programs, reduced risks to the children we serve, and reduced potential liability for the CAC. This includes screening of Board members, coaching and other team staff, club and program administrators, and category directors.

Potential consequences of inappropriate or inadequate screening protocol include the following:

- Abuse, violence, sexual harassment towards clients, children, staff, or volunteers by paid or unpaid personnel;
- Fraud, theft of club or client resources;
- Negative public relations resulting in a loss of public trust;
- Allegations of discrimination or negligent hiring; and
- Personal or organizational liability and the potential for ruinous law suits.

"Duty of Care" is the legal principle identifying the obligation of individuals and organizations to take reasonable measure to care for and protect their participants. Groups need to understand that Canadian courts will uphold their responsibility with regard to screening in the context of their "Duty of Care".

2.0 Volunteer Positions and Categories of Risk

The following positions have been categorized relating to risk to CAC based on access to minors through a potential trust relationship (e.g., coaches, category directors, hockey operations, instructors), access to funds or assets held by CAC (e.g., club treasurer, equipment manager, executive) and other elements of potential risk.

High Risk Positions:

- Head Coach (VSC)¹
- Assistant Coach (VSC)
- Hockey Program Administrators (VSC)
- Category Directors (VSC)
- Trainers (VSC)
- Hockey School Instructors (VSC)
- Dryland Instructors (VSC)
- President (VSC)

¹ VSC – Vulnerable Sector Check



Canadian Athletic Club Volunteer Screening Procedures

- Treasurer

Medium Risk Positions:

- Team Manager (VSC)
- Equipment Manager (VSC)
- Board of Directors Members (VSC)
- Casino Senior Positions (e.g., Banker, Treasurer, Manager)

Low Risk Positions:

- Registrar
- Ice Allocator
- Webmaster
- Banquet Chair and Committee
- Kurucz MAA Tournament Chair and Committee
- Casino Workers

3.0 Screening Process

High Risk Positions:

- Position Description
- Recruiting Process
- Application Form
- Reference Check
- Interview
- Police Check including Vulnerable Sector Check as indicated by “VSC” above
- Orientation and Training
- Codes of Conduct

Medium Risk Positions:

- Position Description
- Application Form
- Recruiting Process
- Reference Check
- Interview
- Police Check including Vulnerable Sector Check as indicated by “VSC” above
- Orientation and Training
- Codes of Conduct

Low Risk:

- Position Description
- Recruiting Process



Canadian Athletic Club

Volunteer Screening Procedures

4.0 Recruitment

Recruitment for volunteer positions is an on-going activity, with most activity occurring in the period May through September, when new coaching and team staff are selected.

CAC typically advertises any paid and volunteer positions available on our website at www.cac-hockey.com. One of the key duties of the Hockey Administrator(s) is to recruit new coaches and ensure the teams volunteer positions are fully staffed. Team manager and treasurer positions are typically recruited once the players have been carded from the parents of the team.

The CAC President and Board members shall solicit nominees for vacant Board positions and to recruit new volunteer and paid positions for the CAC.

5.0 Application Process

All “first time” volunteers are to fill out an application form related to the position. The application form outlines the position, and requests information needed to evaluate the candidate, including references.

6.0 Interviews

Interviews for all coaching positions and team staff, as appropriate, will be conducted by the Hockey Committee. Interviews for other CAC volunteer and paid positions will be conducted by the CAC President (or designate) and the appropriate selection committee.

Interview best practices should include the following:

- Inform the potential volunteer of the reasons why the information is required;
- Ensure the potential volunteer’s consent is obtained before using or disclosing any personal information to third parties for any reason;
- Take every reasonable precaution to safeguard, secure, and protect all information, documentation, and materials that are created during this process;
- Avoid recording personal opinions or value judgments about the potential volunteer;
- Avoid recording too much information, including irrelevant information; and
- Write in neutral language and avoid overuse of abbreviations, acronyms, or symbols. The information should be easily understood.

Remember, the information collected in the interview could be subject to the Information Access and Protection of Privacy legislation, and may be accessed by the potential volunteer at a later date.

7.0 Reference Checks

Reference checks are required for all new volunteers. The level of reference checking will be determined by the type of volunteer or paid position being filled. These can be broadly divided into two groups, these being “detailed reference checks” and “basic reference checks”, depending on the level of risk involved.



Canadian Athletic Club Volunteer Screening Procedures

Detailed Reference Checks:

These involve the requirement for checking multiple references and sources regarding the suitability, experience, reputation and volunteer history, including providing “open comments” from the reference. These are required for all the **high-risk** positions.

Basic Reference Checks:

These involve reference check to determine the suitability and reputation of the volunteer candidate. These are required for new, unknown candidates for the medium and low risk categories.

8.0 Police Information Checks

All volunteers and paid positions within the high and medium risk categories are required to undergo a police information check through the City of Edmonton Police Service or if from outside the communities served by Edmonton police service CRC (i.e., outside Edmonton, Beaumont, St. Albert, Sherwood Park, Fort Saskatchewan, Leduc, Spruce Grove, Stony Plain and Morinville), then from the local RCMP detachment. All volunteers or paid position candidates that have direct interactions with hockey players are required to also undergo a vulnerable sector check as part of the police information check.

The police checks are required to be completed annually. The police information check application form is available at [HERE](#). All police check forms, including a photocopy of two pieces of photo identification, are to be submitted by CAC through the Registrar.

Individuals with *Criminal Code* convictions, charges pending, or pardons for the following offenses generally will **not** be considered for a position of trust within CAC:

- Serious Physical or Sexual Assault
- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
- Indictable criminal offenses for child abuse
- Sexual exploitation
- Sexual interference
- Invitation to sexual touching
- Any fraud related convictions
- Convictions for weapons offences, criminal harassment, or homicide
- Convictions for theft within the last 10 years
- Any outstanding convictions or charges pending for any drug offenses under the Controlled Drugs and Substances Act or its predecessors during the previous five years.



Canadian Athletic Club Volunteer Screening Procedures

Convictions for other offenses, such as impaired driving, other driving offences, and non-violent crime will be assessed on a case by case basis, depending on how long ago the conviction occurred, and the age of the applicant when the incident occurred.

All information obtained through the police information checks will be kept confidential and shared only with the club Registrar, the President, and the Hockey Administrator(s) as appropriate.

9.0 Orientation and Training

Designated volunteers will require compliance with orientation and training programs specified by Hockey Alberta and Hockey Edmonton. These include Canada's National Coach Certification Programs for all levels of hockey coaching, police information checks, and Respect-in-Sport certification. Volunteers will also be required to attend various orientation meetings in the fall for all team officials. A coaches and managers policies and procedures manual is available from the Hockey Administrator.

10.0 Support and Supervision

The Hockey Administrator(s) and category directors will provide support and supervision through the on-going contact with the team coaching and training staff through-out the season. The club President (or designate) will be responsible for the supervision and evaluation of other volunteers and paid staff.

11.0 Follow-up and Feedback

Surveys of players and parents will be conducted twice per year to evaluate coaches and team officials' performance, as well as general volunteer and staff performance. These will be discussed with the team staff, in one-on-one or groups as appropriate.

CAC has developed a process for handling complaints and disputes, as outlined in the Coaches and Managers Manual. In addition, all parties, including participants, paid employees, and other volunteers can contact the CAC President if they have serious concerns about the actions or inactions of a volunteer or paid employee.

Written incident reports will be filed where serious issues are encountered, and all actions taken to respond to the incidents, complaints, or other feedback are to be documented.

Performance reviews for all paid staff (including honorariums) will be completed annually. The CAC Board of Directors will complete an annual assessment of the performance of the Board as well as individual board members annually.

These procedures were approved by the CAC Board of Directors on 21 June 2018. These procedures shall be reviewed and updated by 1 June, 2020.



Canadian Athletic Club Volunteer Screening Procedures

Signed on behalf of the Board of Directors:

Rick McAdie

Position: President

Gary Ash

Position: Vice President