



MMHA SCREENING PROCESS

1. Risk Assessment

- MMHA requires a Criminal Record Check (CRC) for all volunteer and paid positions in the Association. Those in High Risk positions are required to have these completed within one week of their appointment to the position;
- All CRCs that are returned with a criminal record are reviewed by the Risk Manager and the President, to decide on safety and the suitability of the volunteer;
- MMHA requires Respect in Sport be completed by all volunteers in the Association. Those in High Risk positions are required to have these completed within one week of their appointment to the position;
- MMHA rostered officials must have the necessary credentials, as per BCH and HC policy;
- MMHA has duties of the executive are laid out in the MMHA (see Policy Manual);
- MMHA has a Risk Manager who, along with the Administrator of Hockey Operations, is responsible for the development and oversight of 'risk' within the Association;
- MMHA has clear statements in the MMHA Policy Manual regarding Risk Management (See Policy);
- MMHA has a clear policy on Harassment and Bullying (see Policy Manual);
- MMHA has a clear Dressing Room and Two Deep Rule policy (see Policy Manual);
- MMHA has a clear Complaints Process (see Policy Manual); and

Action Required

- MMHA will identify volunteer positions according to the designations of High, Medium or Low risk;
- MMHA will explore Vulnerable Persons checks for those volunteers with a high risk designation; and
- MMHA has a clear Special Event and Finance Policy.

2. Clear Position Descriptions

- Organizational lines of authority are clear within the Association;
- Executive members are aware of their moral and ethical duties and the need to make responsible decisions; and
- Each Executive member signs an oath that outlines their moral and ethical duty as well as the need for confidentiality. MMHA Screening Process Action Required
- MMHA has clear job descriptions in their MMHA Policy Manual.

3. Recruitment Program

- MMHA prides itself on its dedicated volunteers. However, like many Associations, the volunteer pool seems to be dwindling each year. Recruitment of fresh faces is done primarily by word of mouth;
- MMHA holds a competitive process for all Rep Coach positions which includes application deadlines and panel style interviews (see below for further information on the application process);
- MMHA holds a competitive process for all paid positions. These are posted on our website and in the local paper;
- Should there be more than one person interested in a Head Coach position in the Recreation

Division, the Executive would choose the most suitable candidate. This may include a complete process;

- MMHA has historically had a cohesive and well run Executive. There is a conscious effort to balance 'Old Guard' members with fresh faces and new ideas;
- A number of MMHA Executive Members do not have children in the Association any longer. This provides additional balance and promotes objective decision making; and
- Successorship is discussed and strategically approached by the MMHA Executive.

4. Application Forms

- MMHA has a formal application form for all Rep and Atom Development Head Coaches. The form follows the key concepts listed in the tool box and is much like the HC example provided. This application form can be found on the MMHA website;
- MMHA does not currently have an application form for other volunteer positions; and
- MMHA has an application form and requests resumes when they advertise for any paid positions.

5. Interviews

- MMHA holds formal interviews for all Rep and Atom Development Head Coaches;
- These interviews are typically done by a panel of three. Panelists are screened for any conflict of interest;
- Questions are researched and follow HC guidelines. Questions are geared to explore each applicant's skills, knowledge and Coaching philosophy. Some of these include behavioral type questions (i.e. tell me about a time you had to deal with a difficult parent. How did you handle the situation, what did you consider, what was the outcome);
- For each Division, applicants are asked the same set of questions;
- The applicants answers are scored by the panel;
- There is currently no formal interview process for other MMHA volunteer positions. Screening for suitability is done on a less formal basis – typically through an informal discussion with one or more member of the Board; and

6. Reference Checks

- Reference checks are completed on all applicants for Rep and Atom Development Head Coach Positions;
- Reference checks are completed on volunteers for other MMHA positions as felt necessary; and
- Reference checks are completed on all applicants for paid positions.

7. Police Checks

- MMHA requires a Criminal Record Check (CRC) for all volunteer and paid positions in the Association. Those in High Risk positions are required to have these completed within one week of their appointment to the position; and
- All CRCs that are returned with a criminal record are reviewed by the Risk Manager and the President, to decide on safety and the suitability of the volunteer.

Action Required

- MMHA will explore Vulnerable Persons checks for those volunteers with a high risk designation.

8. Orientation and Training

- MMHA runs a full orientation for Coaches at the beginning of each season. These orientations are typically run by the Head Coach;
- The Head Coach is then available to the Coaches throughout the season for training, support and

guidance;

- MMHA also runs clinics focused on Coach Development with guest instructors/speakers;
- All Coaches are required to have the necessary certification, according to BCH and HC policy;
- MMHA runs an orientation for Managers at the beginning of each season. MMHA's Manager's Manual is available for reference;
- All HCSP are required to have the necessary certification, as per BCH and HC policy;
- MMHA officials are trained and oriented by the RIC. Referee development is scheduled throughout the year. MMHA sends referees to the BCH Referee School in Osoyoos each year; and
- MMHA Executive starts each year with signing an Oath of Confidentiality and an intention to act in good faith on behalf of MMHA.

Action Required

- MMHA will implement a Coach's Manual and review the HC Manager's Manual to ensure pertinent information will be adopted.

9. Supervision and Evaluation

- Coach evaluation feedback is made available from the Head Coach,
- The Head Coach is available to all Coaches at all levels. This person provides guidance, support, knowledge and feedback on an ongoing basis;
- The Head Coach observes games and practices and will go on the ice or bench with Coaches as requested or required;
- Yearly meetings are held with the parent group in Initiation, Novice, Atom and Pee Wee. Feedback is gathered and change is implemented as needed; and
- Coach Development clinics or meetings are also places where supervision and evaluation can occur.

Action Required

- MMHA will implement a Coach evaluation process through Survey Monkey.

10. Participant Follow Up

- Please see above section on Supervision and Evaluation.

11. Statement of Readiness

- MMHA has recently overhauled its Policy Manual. All policies are up to date. The document is thorough and covers much of the screening process.

Action Required

- MMHA to review the screening document 'Safe Enough: Reviewing Your Screening Process' and make any further changes as necessary.