

## **Introduction:**

As an organization that provides programs to vulnerable people, the Abbotsford Female Hockey Association recognizes its Duty of Care, and uses a comprehensive screening process as part of that Duty. This policy is based on the recommended screening tools from Hockey Canada ("10 Safe Steps to Screening").

## **Individuals Affected:**

This policy applies to Association members including, but not limited to officers, board of directors, conveners, committee members, coaches, assistant coaches, trainers, managers and any other team officials, on or off-ice game officials, executive directors, administrators, employees/staff, (paid or unpaid), and any other recognized volunteers.

The coordination of this policy will be the responsibility of the Association Risk Manager, however the Association also recognizes that all its members play a role in its implementation.

## **Abbotsford Female Hockey Association 10 Step Screening Process:**

### **Step 1 - Determining the Risk:**

As a matter of policy, all volunteer positions within the Association have been examined using recommended risk assessment criteria and assigned a risk level. During the evaluation process, when any doubt existed as to the degree of risk, a position was categorized as "high risk." Volunteers and employees who are active in more than one capacity will be screened for the position with the highest level of risk. If a person moves from a position with a low level of risk to a position of medium or high risk, appropriate screening will be carried out for the new high-risk position.

The Association used the following risk assessment criteria to determine the risk level of each position:

#### High Risk

High Risk Volunteer positions are positions that meet any of the following criteria:

The position requires a volunteer to be alone and unsupervised with a participant.

The position requires a volunteer to develop a close, supportive relationship with a participant or group of participants.

The position may include a time when the volunteer is left unsupervised on a regularly scheduled basis.

The position may require driving of participants.

### Medium Risk

Medium Risk Volunteer positions are positions that meet any of the following criteria:

The position requires a volunteer to give information to participants or potential participants with a minimum of supervision.

The position requires a volunteer to act on behalf of the organization in an unsupervised setting.

The position requires the volunteer to handle money or food with a minimum of supervision.

The volunteer has access to the organization's confidential files.

### Low Risk

Low Risk Volunteer positions are positions that meet all of the following criteria:

The position does not require close contact with participants or the public.

The position is supervised at all times

The position does not require the volunteer to handle money or food

As a result of this screening process, each Association position has been assigned a risk level, and this finding was documented in the A.F.H.A. Risk Matrix.

### **Step 2 - Clear Position Descriptions:**

Clear and precise position descriptions have been developed for each position within the Association. Responsibilities and expectations have been clearly laid out, including the position's dos and don'ts. Screening requirements have also been identified for each position.

### **Step 3 - Formal Recruiting Process:**

The A.F.H.A. recognizes that a volunteer program is a two-way street; it must meet the needs of the organization and the needs of the volunteer.

Volunteers are chosen as a result of a formal process rather than by the mere availability or interest of an individual. Volunteer recruitment is done using a skills-based method, in which the prospective volunteer is informed the necessary skills and competencies required for their position and they are evaluated to ensure they meet the criteria for the position in question. Potential volunteers are also informed of the steps involved in the screening process.

#### **Step 4 - Application Form:**

The A.F.H.A. uses application forms for all positions within the Association. Depending on the position being applied for, additional processes such as a Criminal Records Check or provision of Coaching Certification will be initiated at this step.

#### **Step 5 - Use of Interviews:**

The Association will conduct interviews with prospective volunteers in order to provide an opportunity for the applicant to speak to their background, skills, interests, and availability, and also to explore any doubts about the suitability of the applicant.

Collateral contacts such as references will be used to verify the information provided by the applicant. Consent to collect this information is obtained via the application form.

#### **Step 6 - Following up on References:**

The A.F.H.A. recognizes the value in reference checks and agrees that a reference check may be the most effective screening step during the hiring process. A reference check is completed for all prospective volunteers as part of the screening process.

References are asked to confirm the background and skills of the applicant and provide an independent opinion on the suitability of the person for the position.

#### **Step 7 - Requirement of Criminal Record and Vulnerable Persons Checks:**

Based on the assessed risk level for a position, Criminal Record Checks and Vulnerable Persons checks may be required. All individuals holding a position designated "High Risk" as per the A.F.H.A. Risk Matrix will be required to have current Criminal Record and Vulnerable Person checks completed.

#### **Step 8 - Orientation and Training Sessions:**

Where applicable, the A.F.H.A. provides orientation and training sessions for various positions. Probation periods may also be considered giving both the A.F.H.A. and the volunteer time to learn more about each other and further determine the fit between the volunteer and the position.

**Step 9 - Supervision and Evaluation:**

Supervision is prioritized based on the risk level associated with a given position. For example. High Risk positions receive close and direct supervision. Evaluations for volunteers are completed on a regular basis, with additional feedback provided to volunteers in their first year.

**Step 10 - Follow-up:**

The A.F.H.A. uses spot-checks, evaluations and regular contact with members to maintain a high level of communication and supervision within the Association.