



# VOLUNTEER SCREENING POLICY

The following motion passed by vote at the AGM April 9, 2007:

Motion #2 - Dennis Sparks moved that Blackfoot Hockey Association require and pay for a criminal / police search and a criminal record search for a sexual offence for all coaches and assistant coaches for the season 2007-2008 and every 3 years there after. New coaches regardless of their starting season will be required to undergo this screening in their first year and then will be in the 3 year cycle noted above, seconded by Terry Harder. CARRIED

## POLICY

- 1 Beginning in the 2007-2008 hockey season, all head coaches and assistant coaches must submit to a criminal / police search and a criminal record search for a sexual offence.
- 2 A criminal / police search and a criminal record search for a sexual offence will be conducted on all coaches and assistant coaches every 3 years.
  - 2.1 In the 2008-2009 hockey season only first year coaches will undergo the criminal / police search and a criminal record search for a sexual offence.
  - 2.2 In the 2009-2010 hockey season only first year coaches will undergo the criminal / police search and a criminal record search for a sexual offence.
  - 2.3 In the 2010-2011 hockey season all coaches will under go the criminal / police search and a criminal record search for a sexual offence, beginning again the three year cycle.

## COST

- 3 The cost of screening is determined by agreement with the current security company (Bison Security) or any other security company BHA chooses to hire. This cost will be borne by BHA.
- 4 BHA will provide the forms and require all coaches and assistant coaches to submit their forms to the security company. An approximate 2-3 working days turnaround is expected for the check to be run.
- 5 The President of BHA is the only person in the Association to receive the results of the criminal / police search and a criminal record search for a sexual offence.
- 6 The President of BHA must receive a "clear" or "no issues" type of security clearance from the security company prior to any coach or assistant coach assuming that role on a team.



- 7 All criminal / police search and criminal record search for a sexual offence checks must be completed and the President of BHA must receive a "clear" or "no issues" type of security clearance prior to the first game at the start of the seeding round of the applicable hockey season.

### **SCREENING COMMITTEE**

- 8 When the President of BHA receives notice from the security company that a coach's application is "not clear" or has some issue(s) concerning the coach, the President forms a Screening Committee specifically for the purpose of determining if the applicant coach is acceptable.
- 9 The Screening Committee consists of two executive board members. Minutes will not be kept and the decision of the committee is final.
- 10 At this meeting the coach must be present to discuss the issue of record that is of concern to the screening process. The committee will then determine the coach's suitability to coach for BHA.
- 11 The coach will be informed of the Committee's decision verbally, as soon after the committee meeting as possible.
- 12 A master list of acceptable coaches screened will be maintained by the President to ensure that all coaches are screened and that the 3 year cycle is maintained. Coaching applications not accepted by BHA as a result of the volunteer screening process will not be kept on file. Should those coaches not accepted want to coach in the future the volunteer screening process will continue to apply.
- 13 All correspondence, written or verbal must and will be held in the strictest confidence.
- 14 At no time is the President of BHA to receive any information regarding the individual except for the "clear" or "no issues" response from the security company.

### **REFUSAL TO MEET**

- 15 Should a coach refuse to meet with the committee that coach will not be permitted to coach in BHA. A meeting may be held at a later date with the coach but the coach applicant cannot coach in any capacity with any BHA team until given volunteer security clearance by the Screening Committee.

### **BHA SCREENING ONLY**

- 16 The BHA will not accept any other screening of a coach or assistant coach other than via the Volunteer Screening Policy laid out above.