

SAMHA SCREENING PROCESS

1. Risk Assessment

- SAMHA 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;
- SAMHA 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;
- SAMHA rostered officials must have the necessary credentials, as per BC Hockey and Hockey Canada policy;
- Duties of the President, Vice President, Secretary and Treasurer are laid out in the SAMHA Constitution and By-laws;
- SAMHA has a Risk Manager who, along with the Administrator of Hockey Operations, is responsible for the development and oversight of 'risk' within the Association;
- SAMHA has a clear statements in the SAMHA Policy Manual regarding Risk Management (See Policy);
- SAMHA has a clear policy on Harassment and Abuse (see Policy Manual);
- SAMHA has a clear Dressing Room and Two Deep Rule policy (see Policy Manual);
- SAMHA has a clear Complaints Process (see Policy Manual); and
- SAMHA has a clear Special Event and Finance Policy (see Policy Manual).

Action Required

- SAMHA will incorporate clear job descriptions into their SAMHA Policy Manual;
- SAMHA will identify volunteer positions according to the designations of High, Medium or Low risk; and
- SAMHA will explore Vulnerable Persons checks for those volunteers with a high risk designation.

2. Clear Position Descriptions

- Organizational lines of authority are clear within the Association;
- Board members are aware of their moral and ethical duties and the need to make responsible decisions; and
- Each Board member signs an oath that outlines their moral and ethical duty as well as the need for confidentiality.

Action Required

- SAMHA will incorporate clear job descriptions into their SAMHA Policy.

3. Recruitment Program

- SAMHA 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;
- SAMHA 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);
- SAMHA 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;
- SAMHA has historically had a cohesive and well run Board. There is a conscious effort to balance 'Old Guard' members with fresh faces and new ideas;
- A number of SAMHA Board 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 SAMHA Board. This includes having those 'Old Guard' members mentor newer members.

4. Application Forms

- SAMHA 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 Hockey Canada example provided. This application form can be found on the SAMHA website;
- SAMHA does not currently have an application form for other volunteer positions; and
- SAMHA has an application form and requests resumes when they advertise for any paid positions.

5. Interviews

- SAMHA 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 Hockey Canada 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 SAMHA 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
- SAMHA holds formal interviews for paid positions.

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 SAMHA positions as felt necessary; and
- Reference checks are completed on all applicants for paid positions.

7. Police Checks

- SAMHA 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

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

8. Orientation and Training

- SAMHA runs a full orientation for Coaches at the beginning of each season. These orientations are typically run by the Coach Mentor;
- The Coach Mentor is then available to the Coaches throughout the season for training, support and guidance;
- A Coach's Manual will be available in the upcoming season;
- SAMHA also runs clinics focused on Coach Development with guest instructors/speakers;
- All coaches are required to have the necessary certification, according to BC Hockey and Hockey Canada policy;
- SAMHA runs an orientation for Managers at the beginning of each season. SAMHA's Manager's Manual is available for reference;
- All HCSP are required to have the necessary certification, as per BC Hockey and Hockey Canada policy;
- SAMHA officials are trained and oriented by the RIC. Referee development is scheduled throughout the year. SAMHA sends referees to the BC Hockey Referee School in Osoyoos each year; and
- SAMHA Board starts each year with signing an Oath of Confidentiality and an intention to act in good faith on behalf of SAMHA.

Action Required

- SAMHA will review the Hockey Canada Manager's Manual and compare too their own. Pertinent information will be adopted.

9. Supervision and Evaluation

- Coach evaluations are held yearly via Survey Monkey. Feedback is made available from the Coach Coordinator and/or the Coach Mentor;
- The Coach Mentor is available to all Coaches at all levels. This person provides guidance, support, knowledge and feedback on an ongoing basis;
- The Coach Mentor 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.

10. Participant Follow Up

- Please see above section on Supervision and Evaluation.

11. Statement of Readiness

- SAMHA 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

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