



**SOUTHWEST ZONE HOCKEY ASSOCIATION
OF EDMONTON**

**P.O. Box 41114
Edmonton AB T6J 6M7
swzhockey.ca**



Volunteer Screening Policy

The Volunteer Screening Policy applies to all volunteers with South West Zone Hockey Association of Edmonton. The procedures listed below are mandatory for all volunteers who work with youth registered with South West Zone Hockey Association.

Coach Recruitment Procedures:

1. Coaches must complete a Coach Application Form which includes two references.
2. Category Directors will complete reference checks on Head Coach Candidates.
3. Category Directors or Committee will interview Head Coach Candidates.
4. Vulnerable Sector Police Information Check:
 - a. All prospective Volunteers on the Official Team Roster (OTR) and Board Members will be required to complete a Volunteer Police Information Check form through South West Zone Hockey Association prior to being confirmed for a position. [NTD: Our volunteers typically **assume** a position prior to Nov. 1, pending approval of the PIC]. The Volunteer Police Information Check Forms will be forwarded to and processed by the Edmonton Police Service – Police Information Check Section.
 - b. All Team Officials and Board Members will be required to submit and complete a Volunteer Police Information Check every two years.
 - c. If a Team Official is on the Official Hockey Canada Team Roster and has not completed and submitted the Volunteer Police Information Check in full by December 1 of the hockey year, the coach will be contacted by the category directory to remove the official from the Team Roster.
5. Training:
 - a. All Coaches and Bench Staff on the Team Roster must complete the Hockey Canada Respect in Sport Program prior to being added to the team roster.
 - b. Head Coaches must have complete training as outlined by Hockey Alberta
 - c. Assistant Coaches and Bench Staff must have training outlined by Hockey Alberta.

6. Approval Process: The person applying for the Head Coach position will be officially approved upon completion of the following conditions and the results are deemed acceptable to the South West Zone Board of Directors:
 - a. A completed Application Form.
 - b. Reference Checks done and attached to Application Form.
 - c. A completed interview with Director or Committee.
 - d. A copy of the Vulnerable Sector Police Information Form is received and on file.
 - e. Training outlined by Hockey Alberta has been completed by November 15 of the current year.

7. Storage of Records and Confidential Information:
 - a. Records and confidential information are to be stored in a secure location, with access restricted to South West Zone Board Members solely for the purpose of conducting the business of the South West Zone Hockey Association according to VOAN recommendations.