



Valemount  
Minor  
Hockey

## North Central District Minor Hockey Association (NCDMHA) Screening Policy

The NCDMHA recognizes that an effective screening policy is an important element of due diligence in the area of safety and risk management, and as required by BC Hockey, must be documented and submitted annually by all member associations. It is understood that failure to comply with this requirement may result in the cancellation of BC Hockey sanctioning for events hosted or operated by any Minor Hockey Association or team within the NCDMHA League. As such, member Associations have at a minimum, adopted the following screening policy.

### Consideration of Risk

As a matter of policy, all volunteer positions will be examined in light of the relevant factors to determine the degree of risk involved. When there is a doubt as to the degree of risk, a position will be categorized as “high risk.” Volunteers and employees who are active in more than one capacity should be screened for the position with the highest level of risk. When a person moves from a position with a low level of risk to a position of high risk, appropriate screening will be carried out for the new high-risk position.

The following are considered when assessing the risk of a position:

1. Does the volunteer work with children or another vulnerable sector of the association?
2. Does the volunteer have access to property or equipment?
3. Does the volunteer have power over a player’s hockey future?
4. Does the volunteer have access to confidential information?
5. Does the volunteer have access to organizational funds?
6. Is this person involved in making decisions on behalf of the organization?

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 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 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.

### Risk Mitigation

Depending on the degree of risk assessed, the association will apply the following at an appropriate level of due diligence:

- Job Descriptions
- Recruitment Process
- Application Forms
- Reference Checks
- Interview Process
- Criminal Records Check (CRC) - include vulnerable persons check for high risk positions
- Orientation and Training
- Supervision and Evaluation

**Job Descriptions** – job descriptions have been developed for each position that clearly identifies responsibilities, expectations and screening requirements.

**Recruitment Process** – an effective recruitment process has been established whereby clear job descriptions and required qualifications have been provided.

**Application Forms** – all volunteers must complete an application form that at a minimum includes name, address, past work/volunteer history, references and *consent* to complete a CRC (D.O.B. and CRC's should only be requested after a person has been recruited).

**Interview process** – objective interviews are important to get to know the applicant better; member associations will make every effort to verify applicant information and conduct volunteer interviews in order to establish the suitability of the applicant.

**Criminal Record Checks** – criminal record checks may be obtained through local RCMP detachments; alternatively, associations may register with the Ministry's Criminal Records Review Program (CRRP) at [www.pssg.gov.bc.ca/criminal-records-review](http://www.pssg.gov.bc.ca/criminal-records-review) ; criminal record checks are required every two years.

**Orientation and Training** – appropriate orientation and training will be conducted in order to ensure that volunteers understand their roles within the organization.

**Supervision and Evaluation** – appropriate, relevant supervision and evaluation techniques will be implemented to ensure duties are being carried out effectively and that member feedback is documented.

**Respect in Sport (RIS)** – all team officials and on-ice personnel must have current RIS certification.

**Coach Certification** – all coaches are required to have relevant coach certification as required by BC Hockey and Hockey Canada by established deadlines.

**Fair Play** – all volunteers within the organization are required to sign off on appropriate Fair Play Code of Conduct (supplement attached)

## FAIR PLAY SUPPLEMENT

Fair Play is a program established by the CAHA to enhance and promote safety, respect, and fun for all participants. The Fair Play Program focuses on the premise that hockey programs are designed for the enjoyment of the players and focuses on five basic principles:

- Respect the rules
- Respect the opponents
- Respect the officials and their decisions
- Everyone plays
- Maintain self-control at all times

Fair Play does not change any rules of the game. Fair Play encourages all players to be as competitive as possible within the rules. BCH promotes the following Fair Play codes:

### **Fair Play Code for Players**

- I will play hockey because I want to, not just because others or my coaches want me to.
- I will play by the rules of hockey, and in the spirit of the game.
- I will control my temper – fighting and “mouthing off” can spoil the activity for everybody.
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that winning isn’t everything – that having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good performances – those of my team and of my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

### **Fair Play Code for Coaches**

- I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- I will teach my players to play fairly and to respect the rules, officials and opponents.
- I will ensure that all players get equal instruction, support and playing time.
- I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the players’ ages and abilities.
- I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will work in cooperation with officials for the benefit of the game.

### **Fair Play Code for Parents**

- I will not force my child to participate in sports.
- I will remember that my child plays sport for his or her enjoyment, not for mine.
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will teach my child that doing one’s best is as important as winning, so that my child will never feel defeated by the outcome of a game/event.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at my child for making a mistake or losing a competition.

- I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.
- I will never question the officials' judgment or honesty in public.
- I will support all efforts to remove verbal and physical abuse from children's sporting activities.
- I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child.

#### **Fair Play Code for Spectators**

- I will remember that children play sport for their enjoyment. They are not playing to entertain me.
- I will not have unrealistic expectations. I will remember that child athletes are not miniature professionals and cannot be judged by professional standards.
- I will respect the officials' decisions and I will encourage participants to do the same.
- I will never ridicule an athlete for making a mistake during a competition. I will give positive comments that motivate and encourage continued effort.
- I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- I will show respect for my team's opponents, because without them there would be no game.
- I will not use bad language, nor will I harass athletes, coaches, officials or other spectators.

#### **Fair Play Code for League Organizers**

- I will do my best to see that all children are given the same chance to participate, regardless of gender, ability, ethnic background or race.
- I will absolutely discourage any sport program from becoming primarily an entertainment for the spectators.
- I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
- I will make sure that the age and maturity level of the children are considered in program development, rule enforcement and scheduling.
- I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- I will distribute the fair play codes to spectators, coaches, athletes, officials, parent/guardians and media.
- I will make sure that coaches and official are capable of promoting fair play as well as the development of good technical skills, and I will encourage them to become certified.

#### **Fair Play Code for Media**

When I cover games...

- I will not judge or depict children as miniature professionals. I will represent sport programs for adults differently from those for children.
- I will feature children who have demonstrated outstanding examples of fair play. I recognize that these children are deserving of coverage and are of as much interest to my readers/viewers as those who score points.
- I will keep isolated incidents of unfair play in their proper perspective – neither ignoring nor glorifying them for shock or entertainment value.
- I will give equal coverage to girls and boys and will endeavour to help the public understand the importance of this equal coverage.
- I will remember that children in organized sports often face a lot of pressure to meet unrealistic expectations. I will promote discussion of this and other fair play issues in order to raise awareness and protect children's rights.