



Approved By: Board of Directors

Effective Date: July, 2011

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Alberta Alpine Ski Association

Policy Title

2.13 Staff and Volunteer Screening

Policy Objective

The Alberta Alpine Ski Association (AASA) accepts its responsibility to children, young adults, parent volunteers and the staff involved in its programs and is committed to enduring adherence to the screening policy to support the provision of sound, safe and healthy sport experiences in our community.

Due to the positions of trust that are inherent in the provision of active, high quality sport activities, employees and volunteers shall be required to undergo a screening process based on the duties assigned by the organization.

This screening process will be comprised of a variety of measures and will include a police record check.

AASA strongly encourages all our membership to make the same commitment

Procedure

- All staff who work directly with athletes including but not limited to:
 - Head coach
 - Assistant coach
 - All Alberta Alpine staffmust provide a Criminal Police Records check that encompasses working with the vulnerable population of those under 18 years old.
- AASA will pay for all CPICs required for its staff.
- All CPICs will be in effect for three years.
- It may be possible to apply for financial assistance, as a club, to offset the costs of the CPIC. <http://voan.volunteeralberta.ab.ca/index.php?apply>
- In addition to the screening, clear job descriptions and training must accompany the staff or volunteer role.
- Prior to the hiring or engagement of the volunteer reference checks must be completed and documented.

Recommendation for Alberta Alpine Member Ski and Ski Cross Clubs

1. Coach Screening Policy

The coaching staff employed by the clubs is the key personnel involved in the delivery of our programs across the province. The roles of the coaching staff generally requires them to develop close and supportive relationships with the athletes, which may require the coach to be alone and unsupervised with an athlete, and will require driving with the athletes as



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passengers. As a result, a high level of due diligence is crucial when interviewing and screening potential candidates for a coaching position.

The essential steps to be taken by an employer when completing the hiring process must include the following:

- a. A written resume with appropriate references included as requested. References should include a variety of sources including past employers, volunteer work, school and/or personal references. The employment history should be checked and the verification documented to ensure accuracy.
- b. One or more interview that provides an opportunity to talk to the potential coach about their background, skills, interests, and availability. This interview should also be an opportunity to explore any doubts about the suitability of the candidate.
- c. Follow up on references. A minimum of 2 references is recommended. By identifying the level of trust and the responsibilities of the position and by asking specific questions the applicant's suitability may be easier to determine.
- d. Police Records Check – A CPIC is a very basic and public way that you can communicate that your organization is concerned about the safety of its participants and can reveal a criminal record that may disqualify an applicant.
- e. Driver's Abstract – This will deliver the safety record of the individual and is likely to be required by your insurers as well.

2. Volunteer Screening Policy

The volunteers involved in our sport are integral to the operation of the clubs and the events. There is a large variety of volunteer roles with various levels of risk and contact with athletes which would require different levels of screening. The guidelines for the various types of volunteers are as follows:

1. Volunteers involved in coaching or supervision of athletes: Clubs working with volunteers involved in these positions should follow the Coach Screening Policy outlined above. A job description must be developed.
2. Volunteers involved in positions of financial integrity: Clubs working with volunteers involved in these positions of should follow the Coach Screening Policy. A job description is recommended.
3. Volunteers involved with events and committees: Clubs working with volunteers involved in positions of this type should ensure the volunteers have the appropriate training and familiarity with the task. If the skills and training are not known directly by the club executive and members, a resume should be requested and references checked. It is useful to both volunteer and club to have a clear job description.

Scope

All Alberta Alpine staff, volunteers and membership.

Related Policies

See vehicle safety.



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