

	RECRUITMENT, SELECTION & SCREENING OF VOLUNTEER COACHES	Policy No: RMP - 02
		Effective Date: June 28, 2015
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1.0 Policy Statement

1.1 The Capital Region Archery Club's mission is to foster the growth of archery as a sport in the Edmonton region in a safe and ethical manner. To fulfill this mandate the Capital Region Archery Club (hereinafter referred to as the Club) recognizes that it has a duty provide a safe and secure environment for youth, children, adults, volunteers, visitors and members. The Club also wishes to satisfy the concerns of parents and members with a recruitment, selection, and screening process for volunteer coaches in order to evaluate a person's suitability to supervise, oversee, and exert control over the activities of children, youth and adults.

2.0 Definitions

- 2.1 Screening: a process designed to identify volunteer coaches who will assist in providing a safe and secure environment for any vulnerable person.
- 2.2 Vulnerable person: any child, youth, elderly person, or individual with a mental or physical disability.
- 2.3 Vulnerable Sector Police Information Check: a criminal records check that includes determining if a potential volunteer coach has any pardoned / suspended convictions for sexual offences.

3.0 Procedures

3.1 Recruitment of Volunteer Coaches

- The Club shall recruit volunteer coaches whenever the number of active coaches decreases to the point where the coach to athlete ratio makes it difficult to provide adequate supervision.
- During the recruitment process, the following shall be communicated in all recruitment advertising including internet announcements, internal emails, and posters:
 - That the Club is very careful about who it selects as its volunteer coaches;
 - The job duties of volunteer coaches;
 - The eligibility criteria for all volunteer coaches;
 - That interested individuals must complete an application form;
 - That interested individuals must provide three references;
 - That interested individuals undergo an interview; and
 - That successful applicants undergo a Vulnerable Sector Police Information Check.

- Not all applicants may be selected as volunteer coaches. Final selection volunteer coaches will be made by the Club's Board of Directors (Executive Committee) in consultation with the Head Coach.

3.2 Eligibility Criteria for Individuals wishing to be a Volunteer Coach

- At a minimum, each volunteer coach applicant must:
 - be a minimum of 16 years of age; and
 - have a minimum of 3 years of archery experience; or
 - be able to demonstrate sufficient knowledge appropriate to that of a coach who has completed the Instruction of Beginner Archers training program.

3.3 Application Process

- Each individual wishing to volunteer as a coach / instructor as part of the Club's education programs must complete a *Volunteer Coach Application* and submit it to the Head Coach.
- Once received, the Head Coach shall review the submitted application for completeness and to ensure that the applicant meets the required criteria.
- Once it has been determined that an applicant meets the minimum criteria, the Head Coach or his/her designate shall contact the applicant's references.

3.4 Applicant Reference Checks

- Each applicant shall be required to submit the name and contact information of three individuals who can be objective (not family members, spouses, etc) about the applicant's suitability.
- All reference checks shall be documented using the *Volunteer Coach Reference Check Record*.

3.5 Applicant Interviews

- Interviews shall be conducted for all volunteer coach applicants to determine suitability and fit for the Club.
- Interviews with volunteer coach applicants shall be conducted by a panel consisting of the following individuals:
 - Head Coach;
 - Junior Program Coordinator; and a
 - Current coach.
- Interviews shall be documented using a *Volunteer Coach Interview Record*.

3.6 Vulnerable Sector Police Information Check

- All volunteer coach applicants are required to undergo a Vulnerable Sector Police Information Check to determine if there are any suspended / pardoned convictions for sexual offences.
- The Club will pay for any and all Vulnerable Sector Police Information Checks for volunteer coach applicants who live in jurisdictions where fees for this screening are levied.
- Any volunteer coach applicant who does not successfully pass a Vulnerable Sector Police Information Check will not be permitted to participate in the Club's programs as a volunteer coach.
- Only volunteer coach applicants who successfully pass a Vulnerable Sector Police Information Check will be permitted to proceed as a coach candidate.

3.7 Volunteer Coach Training and Development

- Once an individual becomes a coach candidate, that person will be required to undergo an orientation period during which he/she will work with a coach mentor during any one of the Club's education programs with the exception of High Performance or Kyudo.
- The orientation of all new coach candidates shall include the following:
 - Club health and safety requirements, including the Club's Emergency Response Plan; and
 - Review and sign the Club's *Coach's Code of Conduct*.
- All new coach candidates shall be required to complete the National Coach Certification Program's (NCCP) *Instruction of Beginner Archers* (formerly known as Level 1) training program. Certification under the program is not required unless the coach wishes to work with individual athletes 1-on-1.
- All new coach candidates shall be required to complete Emergency Level First Aid, CPR, and AED training.
- Any coach wishing to hold the position of Head Coach must, at a minimum, successfully complete the NCCP's *Instruction of Intermediate Archers* (formerly known as Level 2) training program and must be "certified" at this level.
- The Club will reimburse 100% of initial training costs and a minimum of 50% of continuing education courses attended by a coach candidate or coach.

3.8 Record Keeping

- All records pertaining to the selection and screening of volunteer coaches shall be maintained in a secure location. These records shall include but may not be limited to:
 - A copy of the completed Volunteer Coach Application form;
 - Copies of completed reference checks;
 - Notes from the applicant interview;
 - Copies of completed coach evaluations; and
 - Copies of training records
- Access to coach records shall be restricted to the following individuals:
 - The Head Coach;
 - The Club President; and
 - The Club Secretary.
- All volunteer coaches shall have access to view their individual file at any time.

4.0 Associated Documents

4.1 Volunteer Coach Application Form

4.2 Volunteer Coach Reference Check Record

4.3 Volunteer Coach Interview Record

4.4 Standard Operating Procedure – Vulnerable Sector Police Information Checks

4.5 Volunteer Coach Code of Conduct