

Schedule A to Screening Policy

SCRA Positions Requiring Screening

- A. Volunteers aged **16** and over who work with players under the age of 18 and who are in a position of trust and /or authority over the players or whose role may require unsupervised access to the player. These volunteers require a police check along with a VSS (Vulnerable Sector Search) – See *Position Risk Assessment* below.
- a. Position of trust (*the success of a volunteer's position relies on developing a close personal relationship with the player – defined by "3" or more times of close interaction*) and/or
 - b. Direct authority over the player (*significant degree of authority or decision-making power over the player*)
 - c. Unsupervised access – volunteer would be expected to be in situations one on one with a player with no parental or senior volunteer supervision.
- B. Executive Board Members with signing authority (namely: President, Vice-Presidents, and Treasurer)

Position Risk Assessment

Position	Trust	Authority	Position requires Unsupervised Access to Player
Head Coach	Yes	Yes	Not usually, but could happen
Assistant Coach	Yes	Yes	Not usually, but could happen
Trainer	Yes	Yes	Likely
Junior Coach	Yes	Probably	Possibly
Team Manager	Probably	Yes – seen as authority figure over team	Not usually – role is administrative in nature.
On-Ice Assistant/Team Helper	Yes (if 3 or more times)	Possibly for younger levels.	Possibly for younger levels.

Note: Dressing Room Assistants will not require police checks but there must be 2 adults in the room at all times consisting of either female parents of the players and/or screened volunteers aged 18 or over.

Volunteers under the age of 16 – only current or former players within the SCRA association will be permitted to help out regularly with SCRA teams unless approved by the Screening Committee.

PIC Acceptable Documentation

Police checks require updating every three years from date of issue.

Police Information checks need to be performed through the City of Calgary Police Service which includes a Vulnerable Sector Search (VSS).

People residing outside the City of Calgary limits must use their respective local police service.

SCRA will only accept police checks performed through the City of Calgary's Police ePIC system or verification of the original police check if conducted through a police station. SCRA will accept police check's shared through the City of Calgary's Police ePIC system, if done for another agency. In all cases, the actual results of the police check must be made available.

Police Check Due Dates

Head Coaches - require a current and valid Police Check on file prior to application.

All other volunteers must provide a valid police check no later than **November 30**.

SCRA reserves the right to suspend any volunteer who has failed to provide a valid police check by November 30.

Process

Contact coachingadmin@southcalgaryringette.com for instructions and volunteer letter.