



Volunteer Screening Policy

The Glenlake Minor Hockey Club requires that all volunteers who intend to be team officials and interact regularly with Glenlake Minor Hockey Club athletes, including Head Coaches, Assistant Coaches and Team Managers (individually a "Team Official" and, collectively, "Team Officials") must complete and hold a valid Vulnerable Sector Check ("VSC") performed by the City of Calgary Police Service.

All team officials are required to complete a "Glenlake Coach Application" found on the Glenlake website each season. Coaches are vetted by the Glenlake Vice President prior to being placed on a team, experience and completed VSC and valid coaching qualifications are used as criteria. It is highly recommended these are completed prior to the season starting.

All Team Officials must obtain, or at a minimum provide proof of application for, a VSC by October 15th of any given season. Failure to satisfy this obligation will result in the Team Official not being assigned to a team or being removed from a team roster and not permitted onto the ice or bench for the remainder of the season.

Team Officials must forward the results of their VSC to the Glenlake Minor Hockey Club Administrator as soon as reasonably possible following receipt and, in any event, by no later than December 31st of a given season. All Team Officials are unconfirmed volunteers of the Glenlake Minor Hockey Club until receipt of a valid VSC.

The VSC will be valid for 3 years from the date of issue of the VSC. VSC records will be maintained by the Glenlake Minor Hockey Club Administrator using the Hockey Canada Registry system. This system allows coaches to view their qualifications and VSC status.

Valid VSC Documentation

- Only VSC 's performed through the City of Calgary Police Service will be considered valid. Volunteers who have moved to Calgary within the past 6 months must obtain a VSC from their previous local police service.;
- Glenlake Minor Hockey Club will consider VSC's obtained by a Team Official from other agencies but will require a copy of the original VSC.

The City of Calgary Police Service has implemented an online police information check system which allows for a VSC application without having to visit a police station (in most cases).



VSC's are acquired by creating an account on the City of Calgary Police Service system and completing the online application.

To apply for a VSC using the online system, please visit <https://policeinformationcheck.calgarypolice.ca/> and select "Perform Police Information Check". The detailed instructions will follow.

You will need to upload copies of your personal identification using the voucher provided by Glenlake Minor Hockey Club. Applicants receive a confirmation and reference number once their online application has been completed.

Once complete, your VSC results must be downloaded and forwarded to the GLENLAKE MINOR HOCKEY CLUB ADMINISTRATOR. Your results are only available for 60 days. Results and all personal documents and information will be purged from the system after this time.

For some Team Officials, the online application will not be available for completing the VSC because of its use of Equifax and eIDVerifier for personal verification. These Team Officials, therefore, must attend a police station in person to complete the VSC. Additionally, any Team Officials under the age of 18 must attend a police station to complete a VSC.

Relevant Offences

A VSC that indicates any Relevant Offence, as outlined below, will go to the Glenlake Minor Hockey Club Executive for review.

1. If imposed in the last five years:
 - a. Any criminal violation/offence involving the use of a motor vehicle, including but not limited to impaired driving.
 - b. Any violation/offence for trafficking and/or possession of drugs and/or narcotics; or
 - c. Any violation/offence involving conduct against public morals.

2. If imposed in the last 10 years:
 - a. Any violation/offence of violence including, but not limited to, all forms of assault.

3. If imposed at any time:
 - a. Any violation/offence involving the possession, distribution, or sale of any child-related pornography.
 - b. Any violation/offence (including sexual) involving a minor(s); or



c. Any violation/offence involving theft or fraud.

A VSC indicating a Relevant Offence will not be valid unless approved by the Glenlake Minor Hockey Club Executive.

If a Team Official subsequently is charged or receives a conviction for, or is found guilty of, a Relevant Offence, such official will report this occurrence immediately to the Glenlake Minor Hockey Club Administrator.



Head Coach Role Description

The head coach (HC) is committed to the personal development of all players on their team. To assist players to develop a variety of skills both on and off the ice, including good sportsmanship, on ice hockey skills and learn to play the game at a competitive level. HC's will teach the necessary skills as outlined by Hockey Canada. The HC will establish the rules and expectations for the team, players, coaches, and parents for the season.

The role of the head coach involves a commitment for the current playing season (1 year) and specific time commitments will vary depending upon the age division being coached as each age division has differing practice and game requirements. The HC will design, prepare, and execute practice and game plans for players between the ages of 5 and 18. The HC will assist players to develop a variety of skills both on and off the ice, including good sportsmanship, improved hockey skills and learn to play the game at a competitive level. The HC will work in conjunction with the team manager to support team officials and parents throughout the season. The HC may/will be alone with players at various times throughout the season on and off the ice, including but not limited to in the dressing room before, during and after practices and games. If there is an injury the HC may be called to the ice to assist and determine extend of injury. The HC in conjunction with the Team Manager and Safety Coordinator will review player's private health information provided by the family and communicate to the coaching staff as needed to ensure all are aware of potential medical issues.

The HC is required to hold valid coaching qualifications as outlined by Hockey Canada. Respect in Sport Activity Leader is mandatory and subject to recertification every four (4) years, coaches will not be permitted onto the ice until this certification has been completed. Coaches must also hold a valid Vulnerable Sector Check by October 15th. It is highly recommended that the HC hold a valid Safety certification outlined by Hockey Canada.



Assistant Coach Role Description

The assistant coach (AC) is committed to the personal development of all players on their team. To assist players to develop a variety of skills both on and off the ice, including good sportsmanship, on ice hockey skills and learn to play the game at a competitive level. AC's will teach the necessary skills as outlined by Hockey Canada. The AC support the rules and expectations for the team, players, coaches, and parents for the season, as outlined by the HC

The role of the AC involves a commitment for the current playing season (1 year) and specific time commitments will vary depending upon the age division being coached as each age division has differing practice and game requirements. The AC will assist the HC, as requested, in designing and preparing executing practice and game plans for players between the ages of 5 and 18. The AC will assist players to develop a variety of skills both on and off the ice, including good sportsmanship, improved hockey skills and learn to play the game at a competitive level. The AC will work in with the team manager to support the head coach and parents throughout the season. The AC may/will be alone with players at various times throughout the season on and off the ice, including but not limited to in the dressing room before, during and after practices and games. If there is an injury the AC may be directed by the head coach, to the ice to assist and determine extend of injury.

The AC is required to hold valid coaching qualifications as outlined by Hockey Canada. Respect in Sport Activity Leader is mandatory and subject to recertification every four (4) years, coaches will not be permitted onto the ice until this certification has been completed. Coaches must also hold a valid Vulnerable Sector Check by October 15th.



Team Manager Role Description

The team manager (TM) provides support to the head coach and team as it relates to off ice activities. This includes organizing exhibition games, tournaments, team social events and other team activities. The TM has the integral role of maintaining the flow of communication between the players, parents, and coaches, as well as other Glenlake representatives as required.

The TM may/will be alone with players at various times throughout the season off the ice, including but not limited to in the dressing room before, during and after practices and games. If there is an injury the TM may be called to take the injured player to the dressing room to assess the injury further. TM may/will be alone with players at off ice events. TM in conjunction with the Safety Coordinator will review player's private health information provided by the family and communicate to the coaching staff as needed to ensure all are aware of potential medical issues.

TM's must also hold a valid Vulnerable Sector Check by October 15th. It is highly recommended that the TM hold the valid Safety certification as outlined by Hockey Canada.
