



STAGS BASKETBALL CLUB

VOLUNTEER/COACH SCREENING MODEL

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GUIDELINES AND POLICIES

Volunteer Screening Program

Stags Basketball Club of Milton adheres to the following methods to ensure that the youth we are serving are safe. Our program is very similar to the Volunteer Canada's Safe Steps Screening Program.

1. **Potential Danger**
We control the risk in our programs. Examining the potential for danger in programs and services may lead to preventing or eliminating the risk altogether.
2. **We make sure that the applicants are aware of our screening program.**
Careful position descriptions send the message that an organization is serious about screening. Responsibilities and expectations can be clearly set out, right down to the position do's and don'ts. A clear position description indicates the screening requirements. When a volunteer changes positions, the screening procedures may change as well.
3. **Recruitment process.**
Regardless of volunteer positions, we indicate that screening is part of the application process.
4. **Application form.**
Each volunteer must provide needed contact information. The volunteer position requires other measures (medical exam, driver's records, police records check), we ask the applicant for their permission.
5. **Interviews.**
We conduct interview to each applicant. We ask about their background, skills, interests, and availability, this help determine the "right fit".
6. **References.**
By identifying the level of trust required in the position and asking specific questions, the applicant's suitability may be easier to determine. People often do not expect that their references will be checked. Do not assume that applicants only supply the names of people who will speak well of them.
7. **Request a Police Records Check**
We ask each applicant to submit a Police Records Check (PRC). Stags Basketball Club is concerned about the safety of its participants.
8. **Probation**
Frequent feedback in the first year is particularly important. Evaluations must be based on position descriptions.
9. **Follow up with participants**
Our regular contact with participants and family members can act as an effective deterrent to someone who might otherwise do harm. Volunteers should be made aware of any follow-up activities that may occur. These could include spot checks for volunteers in high-risk positions.

Volunteer Position – Stags Basketball Club

- To ensure that participation in sports is safe, fun and friendly for children.
- By leading, teaching and organizing.
- And through teamwork, integrity, honesty, quality, and commitment to service.

STAGS BASKETBALL CLUB **VOLUNTEER POSITION**

<p>Title of Position: HEAD COACH</p>
<p>Purpose of Position: To ensure that the participations of youth in Stags Basketball Club is safe, fun and friendly. Must lead, teach and organize. Must have teamwork, integrity, honesty, quality, and commitment to Stags Basketball Club.</p>
<p>Outcomes of Position: To be the role model and mentor to the youth of Stags Basketball Club.</p>
<p>Roles, Responsibilities, and Tasks: Responsible to run practices, drills approximately 2-4 hours a week. Manage one team/division. Responsible to communicate with players, parents and administration in regards to tournaments, exhibitions games, etc.</p>
<p>Schedule and Commitment: 4 hours a week. Some weekends</p>
<p>Skills, Experience & Other Requirements: Minimum Level 1 NCCP certification, resident of Milton, understand the FIBA rules, some traveling with in the province is required.</p>
<p>Setting & Location: Team practices are held in Milton. Tournaments are held depending on host.</p>
<p>Orientation, Training & Other Support Provided: Stags Basketball Club will provide NCCP Level 2 Technical course at no charge. Gas expense for Provincial Championship. Set of Coach uniforms.</p>
<p>Benefits: Opportunity to influence the youth of our community.</p>
<p>Screening Procedures & Mandatory Activities: Must submit current Police Record Check (PRC) and an interview with Director of Stags Basketball Club.</p>

STAGS BASKETBALL
CLUB
Volunteer Application

Applicant Information: Please complete.

Name: _____ Address: _____
City/Town: _____ Postal Code: _____ Phone: _____
(Res.) _____ (Bus.) _____ (Fax) _____

Volunteer Involvements:
(current and/or previous)

Agency/Organization	Volunteer Position
_____	_____
_____	_____
_____	_____

Volunteer Position Selection:

Please review the enclosed/attached volunteer position descriptions. Indicate below, your choice of position(s) in order of preference:

1. _____
2. _____

Why are you applying for the above volunteer positions?

Skills and Qualifications:

Please provide information on your background relevant to the volunteer position(s) you selected.

1. _____

2. _____

3. _____

Time Availability:

Please indicate all the days and times when you are available to volunteer.

WEEKDAYS:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

WEEKENDS:

- Saturday
- Sunday

TIME AVAILABLE:

- Morning
- Afternoon
- Evening

HOURS:

What Can You Expect:

- To be contacted for an interview.
- To receive orientation and training, if selected to volunteer.
- To have your performance evaluated as a volunteer.

Police Checks and other background checks are required for designated positions.

(Signature of applicant)

**Return this Application to:
Stags Basketball Club
1083 Hatton Crossing
Milton, On L9T 5P6**

**Or scan and email to:
info@stagsbasketball.com**

STAGS BASKETBALL CLUB

Volunteer Application Review

Applicant Name: _____ **Application Reviewer:** _____

Application Review Date: _____ **Position:** _____

1. Volunteer Application is reviewed with Applicant to ensure all requested information is included.
2. Volunteer position descriptions are reviewed with Applicant.
3. Volunteer involvement and skills, experiences and qualifications of Applicant are discussed/clarified in relation to Volunteer Position Selections.

4. Time Availability and commitment of Applicants are reviewed in relation to Volunteer Position Selections.

5. General Sustainability: _____

6. One Volunteer Position is selected for the Interview Process

Position: _____

Interview Date: _____

Application is withdrawn

Application is put on hold

Explanation: _____

STAGS
BASKETBALL CLUB
Volunteer Interview
(To be conducted by
SBC Representative)

Candidate Name: _____ **Interview Date:** _____
Interviewer Name: _____ **Volunteer Position:** _____

QUESTIONS:

Motivation:

- ⌚ Why would you want to volunteer as a Coach with Stags Basketball Club?
- ⌚ In what ways will volunteering with our organization contribute to meeting your personal goals?
- ⌚ What would you like to see happen as a result of your volunteer involvement?

Skills & Experience:

What are your skills and experiences?

Roles

Leader

- * How do you build a team?
- * Describe your approach to leadership
- * In what ways could you improve as a leader?

Teacher

- * What is your approach to teaching?
- * Describe the experience you have working with children
- * How could you improve as a teacher?

Organizer

- * How do you manage your time?
- * How would you build a support team to assist you?
- * Describe how you would organize an activity (i.e. a practice)

Qualifications:

What are your qualifications related to this position?

Situations:

- ⌚ A child is acting out, disturbing other children in a group or team. What are possible causes for their behaviour and how do you manage it?
- ⌚ A child arrives at a game bruised on the face. You do not recognize the child, and assume the child is a player of the other team. What do you do?
- ⌚ In selecting players for games, how would you deal with the varying athletic levels of the children you coach?

- ⌚ You are confronted after a game by a parent who is visibly angry and directs insults at you. The parent is upset because of your decision not to include his/her child in the game. How do you respond?
- ⌚ You find yourself in a tense situation with members of your team following a recent decision that resulted in the dismissal of a team member. The members of your team disagree with the decision and threaten to discontinue their participation as volunteers. What do you do?

Values:

- ⌚ Describe the qualities of the ideal volunteer?
- ⌚ What do you consider to be most important in working relationships?
- ⌚ What expectations do you have from the persons you work with?
- ⌚ In the course of a game, you make a decision you believe is in the best interests of the organization and children served. Your supervisor disagrees with the decision you made and considers taking disciplinary action against you. How do you respond?
- ⌚ The organization makes an important decision that will change how it does business. You strongly disagree with the decision because you believe it compromises basic values of the organization. What recourse do you have?

STAGS BASKETBALL CLUB
Volunteer Management Checklist

Name of Volunteer: _____ Address: _____
 Telephone Number: (H) _____ (B) _____ (Fax) _____

Screen	Description	Date	Details
Application Process	*Volunteer application received		
Application Review	*Volunteer application reviewed with applicant		
Information Review	*Volunteer positions reviewed with candidate *Mutual expectations reviewed with candidate		
Interview Process	*Candidate interviewed		
Interview Assessment	*Suitability of applicant determined *Candidate informed of decision *Appropriate background checks applied (List them)		
Involvement Review	*Volunteer provided with orientation *Probationary period established *Probationary agreement signed by volunteer		
Pre-Placement Assessment	*Volunteer participation monitored *Probationary appraisal conducted		
Placement Process	*Placement agreement developed & signed by volunteer *Volunteer participation: monitor follow-up *Placement appraisal conducted *Exit interview conducted		
Placement Process	*Incident report received *Recognition report received *Other Feedback		

Police Records Check

Coaching positions are required to submit a Police Records Check prior to appointment with the Stags Basketball Club.

Police Records Check (PRC) and Unacceptable Behaviors

Stags Basketball Club reviews the applicants PRC thoroughly. Any previous conviction or any unacceptable behaviours identified by Stags Basketball , will automatically preclude applicants a volunteer role and will be rejected as an applicant and will be dismissed from any volunteer position from the Stags Basketball Programs.

Stags Basketball Club – Screening Representative: Mike Borlongan

Mike Borlongan is responsible for viewing PRC's and documenting the submitted checks.

These unacceptable includes, but are not necessarily limited to, the following:

- Sexual Offences
- Violent or threatening behaviour against children or adults
- Conduct against public morals (i.e. prostitution)
- Substance or chemical abuse
- Violation of a position of trust including theft or fraud
- Criminal driving offences, including but not limited to impaired driving

Stags Basketball Club have policies in place that indicate that the Stags Basketball will examine PRC's that reveal any criminal code conviction, charge without disposition or police contact, to determine the acceptability of the applicant for a staff or volunteer position.

Applicants whose PRC reveal a criminal conviction outside of the unacceptable behaviours or police contact should be given the opportunity to discuss the information revealed in their PRC with the Stags Basketball Director.

Stags Basketball gives consideration to the following:

- The nature of the offence for which the applicant was convicted (details including how long ago it took place)
- Relevance to the position (is it a bon a fide requirement of the nature of the position)
- Efforts made in rehabilitation
- Achievements of the applicant since receiving the conviction,
- The character and degree of vulnerability of the client group served and the organization's duty of care to the participants, to the staff and to the community.
- The potential risk involved in the position and its activities, the setting in which it took place, and the way in which it is supervised.

If a decision is made to accept an applicant with a criminal record, the police check is returned to the applicant. NO information other than the fact that a check was done is recorded. If an applicant is not accepted because of the information received from the police check, the applicant should be told why and the information is returned to the applicant. In either case, both the decision and the discussion should be documented.

Stags Basketballs will also have to decide how often they will require a PRC. Stags Basketballs may decide to request the PRC every year, every two years, etc. However the Stags Basketball should reserve the right to request a current PRC if there are reasonable grounds to suspect that the PRC is no longer accurate.

Stags Basketballs need to check with their local Police Department on the process employed for PRC. Some departments allow Stags Basketballs to submit on behalf of team officials and some do not. Some departments have no fee for or a not-for-profit/charity fee.

**POLICE RECORDS CHECK
APPLICANT DECLARATION AND REVIEW FORM**

To Stags Basketball Club:

SECTION A: (to be completed by applicant)

Name of applicant: _____

Date of Police Records Check: _____

Police Service Providing Check: _____

I declare that the Police Records Check of the Police Service noted above, does in fact relate to me.

Applicant's Signature

Date

SECTION B: (to be completed by the screening representative)

Date of Review of the Police Records Check: _____

The police records check did not include any information about any criminal code convictions, charges without disposition or police contacts which would prevent this individual from being accepted for a volunteer or staff position with the _____ Basketball Club, according to the current policies.

Screening Rep Signature

Date

**CLUB SCREENING REPRESENTATIVE
OATH OF CONFIDENTIALITY**

This agreement made this _____ day of _____ 20____

Between:

Stags Basketball
Club

And

Name

I understand that all information directly or indirectly received through my involvement with the Stags Basketball Club, is to be kept strictly private and confidential. This would include all business related to the Club (i.e. financial information, personal issues relating to staff and other volunteers, and participant/family information)

A break of in this oath of confidentiality may result in my being asked to leave my position with the Stags Basketball Club.

I have read and understand all of the above.

Screening Representative (Stags Basketball

Club):

Date

Name

Witness:

Date

Name