

Capital Region Female Minor Hockey Association (CRFMHA)

Volunteer Screening and Selection Policy

Version 2.1

APPROVED: January 20, 2026

1. BACKGROUND:

Capital Region Female Minor Hockey Association endeavors to meet the standards set by Hockey Canada and BC Hockey in the recruitment, screening and selection of volunteers working with minor children enrolled in CRFMHA youth programs.

2. POLICY:

Please refer to the following table, which summarizes CRFMHA policy for selection process and credentialing requirements for volunteers. In conjunction with Team Managers, the Registrar will monitor volunteers for compliance:

POSITION	MECHANISM	APPROVAL	CRC ¹	RIS ²	CATT ³	Course
Board (Officer / Director)	Elected	Annual or Special General Meeting	✓	✓		KGIS ⁴
Association Volunteer (Coordinator / Liaison)	Selected by Board	Appointed by Board	✓	✓		N/A
Head Coach	Selected by Director of Coaching (+/- panel interview)	Approved by Hockey Operations Committee on recommendation of Director of Coaching	✓	✓	✓	Coach ⁵
Assistant Coach	Selected by Head Coach	Approved by Director of Coaching	✓	✓	✓	Coach ⁵
On-ice Helper*	Selected by Head Coach	Refer to Development Policy	✓	✓		N/A
Manager	Selected by Director of Managers and Team Staff	Approved by Director of Managers	✓	✓	✓	N/A
HCSP Personnel	Selected by Director of Safety and Risk Management and Team Staff	Approved by Director of Safety and Risk Management	✓	✓	✓	HCSP ⁶
Team Treasurer	Selected by Team Manager	Approved by Treasurer	✓			N/A
Dressing Room Supervisor	Volunteer to Team Manager		✓	✓		N/A

*Refer to BC Hockey "On-Ice Helper" requirements for age appropriate exemptions.

NOTES:

- 1) Criminal Record Check (CRC) - Must be renewed every three years per BC Hockey policy. *CRC must be applied for using a specific link available from the CRFMHA Registrar.*
- 2) Respect in Sport – Activity Leaders Program (RIS) - Expires after five years per BC Hockey policy. Please note that effective March 23, 2023, RIS - Activity Leaders Program (for Team Officials/Volunteers) no longer satisfies the VIAHA requirement that each parent take the RIS - Parent Program, as approved at the VIAHA 2015 AGM. Volunteers who are also parents/guardians will be required to take RIS - Parent Program to satisfy VIAHA requirements, in addition to maintaining RIS - Activity Leaders Program to satisfy BC Hockey policy. Dressing Room Supervisors can participate with RIS - Parent Version.
- 3) Concussion Awareness Training Tool (CATT) - Never expires, but annual review is encouraged
- 4) Respect in Sport “Keep Girls In Sport” (KGIS) - It is strongly recommended that all CRFMHA Board members complete Respect in Sport “Keeping Girls in Sport” on-line course prior to July 31 of the year they were elected. Completion certificate for RIS-KGIS should be submitted to CRFMHA Registrar for entry on the Hockey Canada Registry.
- 5) Coaches require Hockey Canada / BC Hockey certification in an appropriate level course relevant to the level of play. Consult with current posted guidelines from BC Hockey. Recreational team coaches must complete appropriate courses in the current season by December 15 and those not compliant are ineligible to continue coaching in the current season. Head Coaches of ‘A’ teams must have appropriate certification and be approved by BC Hockey by December 1.
- 6) Hockey Canada Safety Program (HCSP) requires renewal of initial certification every three years through the Hockey University online safety course. Teams intending to participate in BC Hockey Championships must have at least one volunteer qualified in HCSP by December 1.

ADDITIONAL MEASURES

All HCR volunteers will be emailed a link of the current version of the CRFMHA Participant Protection Policy for their independent review on October 1 of the current playing season.