



VOLUNTEER POLICY MANUAL

2005

www.actonsoccer.org

PO Box 248
Acton, Ontario
L7J 2M4

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ACTON SOCCER CLUB SCREENING POLICY 2005

WHY WE SCREEN

The answer is simple. We want to do a better job protecting participants. It is much easier to ensure the right people take on the responsibilities that suit them best than to spend the resources to deal with problems that arise from poor recruiting. Organizations are not obliged to accept everyone who wants to volunteer. However, they are obliged to do everything reasonable to protect those in their care.

In recent years, concern about protecting children and other vulnerable individuals has intensified in the wake of the tragic and horrifying evidence that some family members, caregivers, volunteers, employees, and other paid and unpaid staff members in positions of trust have betrayed that trust and have abused those in their care. Substantiated examples of abuse are, unfortunately, not uncommon and range from fraud, to theft of property, to emotional, physical, sexual and psychological abuse, not just of children, but of seniors and others who are vulnerable.

Educating participants, coaches, managers, leaders, and volunteers about abuse and harassment is very important. However, it is not enough! As soon as any organization opens for business - whether run by staff or volunteers - it has a responsibility to appropriately screen any person who will have access to vulnerable people. This responsibility is both moral and legal; it is not only the "right" thing to do but it is legislated under the "Duty of Care" concept.

"Duty of Care" is a legal principle that identifies the obligations of individuals and organizations to take reasonable measures to care for and protect their clients. It is important to understand that Canadian courts will uphold organizations' responsibilities to screen carefully. This is part of their "Duty to Care."

CLUB SCREENING POLICY

The Soccer Club accepts its responsibility to children, young adults, parents, volunteers and staff involved in its programs and is committed to ensuring adherence to the following policy to support the provision of sound, safe, and healthy soccer experience in our community.

Due to the positions of trust that are inherent in the provision of active, high quality sport activities, volunteers and employees shall be required to undergo a screening process based on the duties assigned by the Club. This screening process will be comprised of a variety of measures. All volunteers/employees will be required to participate in an orientation that will introduce duty assignments as well as relevant Club policies and expectations. Members are advised that that if they believe they have had an experience that contravenes the Club policy, the Club's designated representative should be contacted.

CONFIDENTIALITY OF PERSONAL INFORMATION

Once Acton Soccer Club receives information about an applicant, whether from the applicant directly or from the police, the organization becomes responsible for that information and is then subject to many of the same legal requirements and regulations as other holders of personal information, in terms of confidentiality and access. So, we will safeguard the confidentiality of personal information gathered during the screening process.

POSITIONS AND RISK ASSESSMENT

Referring to the definitions of the Ontario Soccer Association, it is the policy of Acton Soccer Club that all coaching positions are to be treated as "MEDIUM RISK".

BOUNDARIES/ LIMITATIONS

Coaches (Team Officials) shall adhere to the following:

- Shall never be alone with a player (unless their own child)
- Shall not be responsible for transportation to/from practices/games/tournaments
- Shall not be responsible for water or snacks
- Shall be a role model - no drugs/alcohol/smoking or abusive language at practices, games, or tournaments
- Shall comply with the Dress Code as defined by the Club
- Shall ADHERE to OSA and Club policies
- Shall embrace Club values, principles, and policy as per Club Constitution and the published Codes for Fair Play.
- Shall demonstrate the ability to set and maintain standards for players (i.e. respect, self-discipline, fair play)

SCREENING MEASURES

- Application Form (Reference Checks at the discretion of the Screening Committee).
- Police Records Check

VOLUNTEER SCREENING PANEL - SELECTION COMMITTEE

The Soccer Club Executives shall annually appoint a Selection Committee, who will appoint team officials for the appropriate positions taking into consideration the screening criteria.

POLICE RECORDS CHECK

Our Policy is that:

1. Personal Information shall be treated as per our Privacy Policy.
2. Specifically, the Selection Committee will review personal information received through the screening process ONLY to make the decision as to acceptability of the applicant for the position.
3. The Police Record Check will NOT be copied or retained by the club in any form. It will be viewed by one member of the selection committee. Only if it is not clear whether the police records check is acceptable will it be discussed with other members of the selection committee. The Selection Committee will keep confidential (shall not further disclose) the contents of the record check.
4. The soccer club will safeguard Coach Application Forms and Player Registration Forms. This is delegated to the Head Coach / Coaching Coordinator and the Registrar, respectively. They will

take all reasonable steps to protect the confidentiality of personal information. Any other confidential personal information will be treated in a similar way, in a manner to be determined.

5. The Club will keep confidential information for periods specified by OSA.
6. This information will only be revealed to others in accord with the privacy policy.

POLICE RECORDS CHECK (PRC):

UNACCEPTABLE BEHAVIOURS

Certain behaviours will result in rejection of position.

These unacceptable behaviours may include, but are not necessarily limited to, the following:

- Sexual Offences
- Serious assault, violent or threatening behaviour against children or adults
- Criminal driving offences

The Selection Committee will examine PRC's that reveal any criminal code conviction, charge without disposition, or police contact, to determine the acceptability of the applicant.

Applicants whose PRC reveal a criminal conviction outside of the unacceptable behaviours or police contact will be given the opportunity to discuss the information revealed in their PRC with a member of the Club's Selection Committee.

Consideration will be given 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 at rehabilitation (if any),
- 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 risks involved in the position the individual is applying for, based on the group being served, the nature of the position and its activities, the setting in which it takes 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, but and the PRC will be returned to the applicant.

The Club policy is that we require a PRC every three years.

The Selection Committee will ensure that an acceptable Police Records Check is submitted for applicants for positions with the Club.

OSA MANDATED POLICY #1: HARASSMENT POLICY

Harassment:

The Soccer Club will abide by the Harassment Policy of The OSA.

In the event someone in the Club wishes to lodge a harassment complaint such shall be submitted in writing to the District's Harassment Officer(s). Our district Association is Peel Halton Soccer Association.

The Harassment policy is available through the Club.

OSA MANDATED POLICY #2: DISCIPLINE POLICY

PLAYING/COACHING WHILE UNDER SUSPENSION

1. Any player who participates in any games or practices involving the Soccer Club teams while under suspension will be subject to further discipline.
2. A team will forfeit any points accumulated during games in which a suspended player participated in any fashion
3. A coach who allows a suspended player to participate in any games or practices while under suspension will be subject to further discipline.

COACH'S RESPONSIBILITIES

The Coach or Team official in charge at the game in which an ejection occurs must notify the League Convenor or Discipline Chairman or designate within 24 hours.

LEAGUE CONVENOR'S RESPONSIBILITIES

Upon being notified of an ejection, the League Convenor will notify the Discipline Chairman and League Coaches of the player or coach who is subject to an automatic suspension

Notification to the Coaches need not be given until the night before the next regularly scheduled game.

DISCIPLINE BOARD - CHAIRMAN

The Club shall appoint a Discipline Chairman who shall reside over discipline matters referred to him by the Club. The Discipline Chairman shall appoint two other persons to assist with discipline matters.

Volunteers not adhering to the Terms of Reference set out for their position shall be referred to the Discipline Board.

All discipline matters shall be handled in writing.

OSA MANDATED POLICY #3: ZERO TOLERANCE POLICY

Acton Soccer Club is not responsible for the name of this policy. In our opinion, it would be much better titled "Abuse of Game Officials"

The Soccer Club is a strong supporter of making sport safe for all participants, both players and volunteers. Recently, verbal abuse directed toward referees has been a particular problem at many Clubs. Accordingly, the Soccer Club has set up the following program to help ensure the safety and enjoyment of all.

Policy

Any coach, parent, grandparent or guardian judged by the Discipline Board to be guilty of abusive conduct toward a game official during a Club's House League game will be reprimanded in writing. A second conviction during the same season will result in the member being restricted from all services rendered by the Club including attendance at all soccer activities within the Club. In unusual cases, as determined by the Discipline Board, a member may be reinstated subject to a review hearing.

Policy Procedures

When a game official feels that they are being abused, as per the scope of this policy, by either a coach or fan, the official will be allowed to suspend the playing of the game. If the abuse is physical, the game official is advised to inform the coaches that the game has been abandoned and then proceed with step "physical abuse" below.

In the case of non-physical abuse, the official will verbally advise both coaches that the game has been stopped due to the abuse and inform both coaches as to the source of the abuse. If the source is one of the coaches, the official will advise the coach that the next occurrence of a similar nature will result in an abandonment of the game and that a report to the Club's Discipline Board will be sent in for review. If the source is a fan, the appropriate coach will provide the official with the name of the fan and the coach must advise the fan that the next occurrence of a similar nature will result in an abandonment of the game. Further, a report to the Club's Discipline Board will be sent in for review. If the fan is not associated with either team, both coaches are asked to speak to the fan and ask the individual to leave.

Once the action above has been completed, the game will restart with a dropped ball between the two teams at the location where the play was stopped.

If the abuse continues, the official will be allowed to stop any further playing of the game and advise the coaches that the game has been abandoned and that a special incident report will be forwarded to the Club's Discipline Board. The official must clearly indicate on the game sheet that the game was abandoned due to abuse.

Physical Abuse

- The game official must contact either their Referee Coordinator or a member of the Executive to verbally report the incident within 24 hours.
- A Special Incident Report, with the assistance of the Referee Coordinator or a member of the Executive, if required, must then be forwarded to the Club Discipline Chair within 72 hours.
- The Club's Discipline Board will then review and deal with the report as per guidelines.
- If the game was abandoned due to the conduct of a fan not associated with either team, the Executive will determine the status of the game.

Follow-Up.

Whatever the nature of abuse of game official:

- if the game continues without any further incident (i.e. a Special Incident Report is not required), the game official is to inform their Referee Coordinator that the game was temporarily suspended due to abuse toward a game official.
- Special Incident Reports must be submitted promptly to allow an investigation while witness memories are fresh.
- Further, a note should be made on the game sheet.

APPENDIX 1: POSITION DESCRIPTION: RECREATIONAL TEAM OFFICIALS, HOUSE LEAGUE U12 – U19

RISK LEVEL: MEDIUM RISK POSITION

RESPONSIBLE TO: AGE GROUP CONVENOR

GOALS:

- Instruction in soccer skills as set out by the Club
- Positional play and individual roles on a team
- Competition at an appropriate level of play
- Encouraging self-confidence and individual skill development through positive reinforcement
- Building and maintaining team chemistry
- Establish codes of 'fair play' and reinforce values of 'good sport'

ACTIVITIES:

- - Weekly practice & game(s) for players as mandated by the Club

RESPONSIBILITIES:

- Communication with players, parents (i.e. practice/game schedules; half time snacks;) and Club Player information forms (team roster; medical concerns; injury authorization)
- on hand for all practices & games
- Familiarity with guidelines for reporting Child Abuse
- Ability to set and maintain standards for players relating to respect, discipline, and fair play
- Prepared to referee(or designate) if necessary
- Attendance at meetings and clinics as organized by the Club
- Awareness of Club policies relating to player safety (i.e., weather advisories, heat policies, field conditions)
- Familiarity with Recreational Coaches' Code of Conduct
- Distribution of player equipment as issued by Club

BOUNDARIES/ LIMITATIONS:

- Shall never be alone with a player
- Shall not be responsible for transportation to/from practices/games/tournaments
- Shall not be responsible for water or snacks
- Shall be a role model - no drugs/alcohol/smoking or abusive language at practices/games/tournaments
- Shall comply with the Dress Code as defined by the Club
- Shall adhere to OSA and Club policies
- Shall embrace Club values, principles, and policy as per Club Constitution
- Shall demonstrate the ability to set and maintain standards for players (i.e., respect, self-discipline, fair play)

SKILLS/QUALIFICATIONS/EXPERIENCE:

- As required by the Selection Committee
- Knowledge of games and playing experience an asset
- Ability to relate to the players based on age, gender, and ability

- Minimum age as set by Club (with coaches under 21 requiring written permission from selection committee)

PERSONAL TRAITS/QUALITIES:

- Interest
- Positive role model
- Fair-minded, sportsmanlike approach
- Ability to communicate with players and parents
- Awareness of personal limitations and a willingness to seek assistance when necessary
- Patience, understanding and a sense of humour
- Ability to exercise good judgement

ORIENTATION TRAINING:

- Attending mandatory clinics as set by the Club
- Awareness of personal health issues and safety practices
- Clear understanding of Club policy regarding Recreational Team matters

SUPPORT/SUPERVISION & EVALUATION:

- Convenor responsibility
- Random calls to parents to monitor coaching
- Convenor attendance (optional) at practice(s)/game(s)

MANDATORY ACTIVITIES:

- Clinics/Orientation sessions
- Weekly practice and game
- Events as scheduled by Club
- Administrative work as set down by Club (i.e., game sheets, player grading)

WORKING CONDITIONS:

- Outdoors according to Club policy re: weather & field conditions

BENEFITS (VOLUNTEER):

- Working with young people
- Imparting the values of active participation, team work, and fair play
- Developing individual soccer skills and introducing game skills and rules
- Community contribution

SCREENING MEASURES:

- Completion of Recreational Coaching Application Form including personal references and other documents as listed on application

APPENDIX 2: POSITION DESCRIPTION: RECREATIONAL MINI-SOCCER TEAM OFFICIALS

RISK LEVEL: LOW RISK POSITION

RESPONSIBLE TO: LEAGUE CONVENOR

GOALS:

- Instruction in basic soccer skills
- Active participation
- Introduction of team skills
- Enjoyment
- Establish codes of 'fair play' and reinforce values of 'good sport'

ACTIVITIES:

- Weekly practice & game(s) for players, one or two sessions depending on ages.
- Coaching in game situations with equal participation
- As mandated by the Club

RESPONSIBILITIES:

- Communication with parents (i.e., practice/ game schedules; half-time snacks;) and Club Record-keeping - player information (team rosters; medical concerns; injury authorization)
- on hand for practices and games
- Knowledge of Club policies re: player safety - heat/weather conditions during practice/ games; field conditions
- Familiarity with guidelines for reporting Child Abuse
- Distribution of player equipment as issued by Club
- Ensure players are properly outfitted relative to personal safety, and, as required by the Rules of the Games
- Familiarity with Mini-Soccer rules as issued by the Club
- Participation in all related orientation and coaching clinics sponsored by the Club
- Playing background and/or work with children an asset

BOUNDARIES/ LIMITATIONS:

- Shall never be alone with a player unless their own child
- Shall not be responsible for transportation to/from practices/games/tournaments
- Shall not be responsible for water or snacks
- Shall be a role model - no drugs/alcohol/smoking or abusive language at practices, games, or tournaments
- Shall comply with the Dress Code as defined by the Club
- Shall adhere to OSA and Club policies
- Shall embrace Club values, principles, and policy as per Club Constitution
- Shall demonstrate the ability to set and maintain standards for players (i.e., respect, self-discipline, fair play)

SKILLS/QUALIFICATIONS/EXPERIENCE:

- As required by the Club Selection Committee
- Minimum age as set by Selection Committee (with coaches under 21 requiring written permission per selection committee)

PERSONAL TRAITS/QUALITIES:

- Interest
- Positive role model
- Fair-minded, sportsmanlike approach
- Ability to communicate with players and parents
- Patience, understanding and a sense of humour

ORIENTATION TRAINING:

- Attending mandatory clinics as established by the Club
- Awareness of personal health issues and safety practices
- Working in best interests of players and the game of soccer

SUPPORT/ SUPERVISION & EVALUATION:

- Convenor responsibility
- Random calls to parents to monitor coaching

MANDATORY ACTIVITIES:

- Clinics/Orientation sessions
- Weekly practice and game
- Communication with parents

WORKING CONDITIONS:

- Indoors/ Outdoors - variety of practice conditions
- Appropriateness of weather/ field conditions for practices/games
- Times for practices

BENEFITS (VOLUNTEER):

- Working with young people
- Imparting the values of active participation, team work, and fair play
- Introducing games skills and rules
- Community contribution

SCREENING MEASURES:

- Completion of a Recreational Coaching Application Form including personal references and other documents as listed on application

APPENDIX 3: POSITION DESCRIPTION: COMPETITIVE, ALL-STAR, and SELECT TEAM OFFICIALS

RISK LEVEL: HIGH RISK POSITION

RESPONSIBLE TO: COACHING COORDINATOR

GOALS:

- Instruction in advanced soccer skills
- Positional play and individual roles on a team
- Competition at a high level of play
- Building and maintaining team chemistry while fostering individual excellence
- Encouraging commitment and self-discipline
- Playing for the 'love of the game'

ACTIVITIES:

- Weekly practice & game(s) for players (maximum number of players as set by the league)
- Tournament play - travelling and overnight stays
- Upgrading qualifications through coaching certification clinics as mandated by the Club and the League

RESPONSIBILITIES:

- Establishment of a Coaching staff in accordance with Club policy
- Team Committees with assigned responsibilities as determined by Coach
- Establish behaviour expectations on part of players
- Extensive knowledge of the Game
- Attendance at relevant Coaches' meetings
- Participation in all related coaching clinics as established by the Club
- Familiarity with Club policies pertaining to Competitive / All-Star / Select teams
- Familiarity with the Club's relevant Code of Conduct
- Background in injury prevention and management
- Adherence to coaching standards as set by the Head Coach

BOUNDARIES/ LIMITATIONS:

- Shall never be alone with a player
- Shall not be responsible for transportation to/from practices/games/tournaments
- Shall not be responsible for water or snacks
- Shall be a role model - no drugs/alcohol/smoking or abusive language at team activities.
- Shall comply with the Dress Code as defined by the Club
- Shall adhere to OSA and Club policies
- Shall embrace Club values, principles, and policy as per Club Constitution
- Shall demonstrate the ability to set and maintain standards for players (i.e. respect, self-discipline, fair play)

SKILLS/QUALIFICATIONS/EXPERIENCE:

- As set by the Club and the League in the team plays
- Knowledge of all aspects of the Game

- Experience as a player with ability to instruct through demonstration
- Ability to relate to the 'age' of the player
- Minimum age requirement - 21

PERSONAL TRAITS/QUALITIES:

- Interest
- Positive role model
- Fair-minded, sportsmanlike approach
- Ability to communicate with players, parents, and officials
- Patience, understanding and a sense of humour
- Exercises good judgment, maintains discipline in line with Club Codes and Policies.

ORIENTATION TRAINING:

- Maintaining coaching levels as established by the OSA/ Club/ League
- Awareness of personal health issues and safety practices
- Clear understanding of Club policy regarding Competitive team matters

SUPPORT/SUPERVISION & EVALUATION:

- Club Head Coach will be in attendance at random practices and/or games
- Respond to directives from relevant Team Co-ordinator
- Player/ Parent evaluation forms as per Club policy

MANDATORY ACTIVITIES:

- Clinics as mandated by the Club
- Practice(s) and game(s)/tournaments, per type of team.
- Player evaluation and selection
- Communication with parents

WORKING CONDITIONS:

- Indoors/Outdoors - variety of practice conditions
- Times for practices
- Commitment from approval by Selection Committee to end of season

BENEFITS (VOLUNTEER):

- Working with young people
- Imparting the values of active participation, team work, and fair play
- Overseeing the development of players to their potential
- Assisting athletes in trying to be the best that they can be
- Community contribution

SCREENING MEASURES:

- Competitive team application form with personal references to be checked
- Interview(s) with Competitive Team Selection Committee
- Mandatory Police Records Check
- Documented monitoring by Club Representative(s) such as Club Head Coach

APPENDIX 4: COACHING CODE OF CONDUCT

Commitment:

A coach's commitment is to improve the performance of the players and the team physically and mentally.

A player needs to participate in a high quality soccer program in a positive atmosphere. (Suggest: A coach needs to provide a high quality soccer program for players within a positive environment/atmosphere.)

Know Your Subject:

A Coach must be thoroughly acquainted with FIFA Laws of the Game and they must keep attuned to the sound principles of Coaching.

Respect:

Coaches must respect all human beings ie, players, and officials. Opponents and officials must be treated with respect.

Players must be coached to win within the laws of the Game.

Enthusiasm:

Coaches must be enthusiastic and positive. They must ensure that they are generous with their praise when deserved.

Personal Conduct:

A Coach must maintain the high standards of personal conduct and fair play. Coaches should never be involved in any circumstance which is offensive or suggests sexual connotations.

APPENDIX 5: REFEREE CODE OF CONDUCT

To ensure a safe environment for all Soccer participants, referees have been given special responsibilities and are therefore expected to act with professionalism and courtesy at all times. There is an OSA Board approved "Code of Conduct" for Ontario Referees contained in the following document

Game officials having certain privileges through and by The Association, with respect to the game, shall realize and respect their responsibilities and duties to The Association and the game. The Association endorses the Canadian Soccer Association's "Code of Ethics" for Game Officials.

Specifically Game Officials shall:

- a) Conduct themselves with dignity both on and off the field of play and shall, by example, endeavour to inspire the true principles of fair play and earn the respect of those whom they serve;
- b) Not cause The Association to become involved in any controversial matters and shall abide by the rules and regulations of the jurisdiction in which they officiate;
- c) Adhere to all standards and directives;
- d) Always be neat in appearance and maintain a high level of physical and mental fitness;
- e) Study the Laws of the game and be aware of all changes, and shall enforce all said Laws and changes;
- f) Perform their designated responsibilities, including attending organized clinics and lectures, etc., and shall assist their colleagues in upgrading and improving their standards of officiating, instructing and assessing;
- g) Honour any appointments made for and accepted by them unless unable to do so by virtue of illness or personal emergency;
- h) Not publicly criticize other officials or any soccer association nor shall they make any statements to the media related to any game in which they were involved;
- l) Be subject to disciplinary action for not complying with this Code of Conduct.

APPENDIX 6: OATH OF CONFIDENTIALITY

This agreement made this _____ day of _____ 20____
(Day) (Month) (Year)

Between:

Acton Soccer Club

and

(Name) _____

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

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

I have read and understand all of the above.

Dated:

Name

Dated:

Name:

APPENDIX 7: REFERENCE CHECK SCRIPT for interviewing.

Sample Script

Applicant Name: _____
 Please list a minimum of two references (personal, business, volunteer-related)

Name	Home Number	Work Number	Occupation

Interviewed by: _____ Date: _____
 Name of reference: _____ Phone Number: _____

(Describe position applied for and why reference is being sought)

Hello, my name is (your name) and I am calling on behalf of (name of organization). (Name of applicant) has applied to be a volunteer with us doing (job definition). Your name has been provided as a reference. Do you have a few minutes to answer some questions now?

How long have you known (name of applicant)? _____

What is your relationship to (name of applicant)? _____

It is important that our volunteers are reliable. Tell me about your experiences with (name of applicant) in regard to reliability. _____

What are (name of applicant's) strengths and weaknesses in regard to working with (indicate specific participant group: age, gender, playing level etc.) _____

How would you feel about having (name of applicant) work on a one-to-one basis with your (child)? _____

It is important to us that (name of organization)'s volunteers are comfortable with being (supervised or are able to work independently with little or no supervision). What is your experience with (name of applicant's) ability to accept (being supervised or working independently)? _____

This volunteer position requires handling many tasks at once and can be stressful at times. How does (name of applicant) deal with stressful situations? _____

Is there anything else you would like to tell me about (name of applicant)? _____

Is there any reason you know of why (name of applicant) would not be able to perform the duties necessary for this volunteer position? _____

Would you ever consider re-appointing(name of an applicant)? _____

APPENDIX 8 : COACHING APPLICATION FORM

See the next two pages.



ACTON SOCCER CLUB: Coaching Application

Season Year: _____ Indoor _____ Outdoor _____

Name	
Address including your POST CODE.	
Home Phone ()	Work Ph or Cell ()
E-mail:	Your e-mail address will not be provided or sold to any one else. It will be used ONLY to disseminate Acton Soccer Club information. By providing your e-mail address, we take it you agree to this action.

Coaching Preferred: (Age Group & Gender, U10 and younger are mixed)	Position	1st Choice 2 nd Choice 3 rd Choice
--	----------	--

Do you have a son/daughter currently playing with the Club? Yes No
NAME(S) _____

Coaching Qualifications

Coaching Clinics: Acton		Year
Coaching Clinics: Other		Year
Other Certifications		Year

Coaching Experience: List the past three years:

Year	Club	Age/Gender	League	Rec/Comp/Tournament

Additional Information

1. Tournaments:
2. Performance evaluations:

For requirements, see other side.

REQUIREMENTS:

- A photocopy of your coaching levels (if applicable) attached to this application form
- A current police records check is a requirement of this position. A copy of such should be available for review at the time of interview, and must be less than two years old.

Personal References (3):

Please use people known to the Acton SC Executive if possible.

1. Name: _____
Address: _____
Telephone: (H) _____ (W) _____
2. Name: _____
Address: _____
Telephone: (H) _____ (W) _____
3. Name: _____
Address: _____
Telephone: (H) _____ (W) _____

OTHER

You may be asked to attend a personal interview, or to run a practice prior to selection to a coaching position.

I have reviewed and agreed to the role and position (as defined) and have accurately completed this application and understand that the above references may be contacted.

Signature

Date

This application is submitted and held in confidence.

For Club use only:

Item Checked	Date	Initials	Item Checked	Date	Initials
Qualifications			References		
Police Check			Interview		
Practice			Position descr		
Accepted (Y/N)			provided		