

## **APPENDIX K – Risk Assessment Tool & Rating**

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The Risk Assessment Tool is not a scientific assessment, but is designed to help alert you to potential factors in a volunteer or staff position. No single check-list fits all situations so organizations are encouraged to adapt this tool to meet their specific needs and any local legal obligations.

### **8 Questions to consider when assessing the risk level associated with each position.**

- 1) Does the person in this position serve people who may be vulnerable?
  - Children under the age of 18
  - Persons with communication or language boundaries
- 2) Does the person in this position have access to players?
  - Direct contact with players at the rink or away from the rink
  - Driving players in their vehicle within Hockey Canada's Speak Out parameters
- 3) Is the person in this position required to make physical contact with a player's body?
  - Demonstrating a skill
  - Touching the player
  - Contact with bodily fluids
- 4) Does the person in this position have access to property or equipment?
  - Personal equipment
  - Facility equipment
  - Organization equipment
- 5) Is the person in this position involved in making decisions about a player's future or movement within the system?
  - Perceived or actual position of authority
- 6) Does the person in this position have access to confidential information?
  - Personal documents or communications
- 7) Does the person in this position have access to money?
  - Personal funds
  - Organizational funds
- 8) Is the person in this position involved in making decisions on behalf of the organization?
  - Perceived or actual position of authority
  - Enters into agreements on behalf of the organization

**If you answered "Yes" to any question above here are some suggested steps:**

- Reference Check
- Police Record Check
- Regular supervision
- Participant evaluation of position
- Specific behaviour code is provided