

## **Cariboo Ski-Touring Club**

### **Policy and Procedures for Criminal Record Checks (Children and Vulnerable Adults)**

The Cariboo Ski-Touring Club has adopted the following policy for Criminal Record Checks.

1. All volunteers working unsupervised with children and vulnerable adults need to have criminal record check completed every two years.
2. Parent helpers (ie. drivers, chaperones, assisting in group activities) who may at times be left alone with a child or children unsupervised need a criminal record check completed every two years.

CSTC has adopted the following procedures for Criminal Record Checks.

1. A letter outlining CSTC's policy and procedures for Criminal Record Checks will be issued to volunteers early in November of each year by the Coordinator/Director of the Youth Ski School, Director of the Jackrabbit Program, Director of the Biathlon Program or Director of the Adult Ski Program. A CSTC covering letter and a CSTC self-addressed envelope will be given to the volunteer to present to the local RCMP office.
2. The Directors of the Youth Ski School, Skill Development (Bunnies, Jackrabbits & Track Attack), Biathlon and Adult Lessons Programs will email the Secretary of CSTC **and** the Director of Coaching a list of volunteers that have been requested to have a Criminal Record Check. Additional names will be emailed throughout the ski season if necessary. Both the Secretary and the Director of Coaching will record and track volunteers requiring Criminal Record Checks.
3. The letter will request that volunteers visit the local RCMP office and complete a ``Consent for Disclosure of Criminal Record Information form, ``Criminal Records-Consent for Check for a Sexual Offence for Which a Pardon has been Granted or Issued, Form 3923`` and ``Consent to Disclosure of Record, Form 3924.``  
The volunteer must complete Part 2: authorization to the Royal Canadian Mounted Police to disclose their personal information to:  
Full Name of Secretary, Secretary, Cariboo Ski Touring Club, Box 4611, Quesnel, BC, V2J 3J8.
4. The Disclosures of Records from the RCMP will be viewed by one individual, the Secretary of the Cariboo Ski Touring Club. The Secretary of CSTC will contact the RCMP if a negative check appears on the Criminal Record for clarification. The negative check will ONLY be discussed with the Director of Coaching. The Secretary and Director of Coaching will make a decision if the volunteer can coach for CSTC, in accordance with CSTC guidelines. The Records will be filed as Confidential.
5. The Secretary of the Cariboo Ski Touring Club will inform the Director of Coaching of all RCMP Criminal Record disclosures.

6. The Director of Coaching will track and record completed Criminal Record Checks and advise the Directors of Youth Ski School, Skill Development, Biathlon and Adult Programs of any issues or concerns.

Cariboo Ski Touring Club Guidelines for Negative Checks:

1. Cariboo Ski Touring Club will not accept a volunteer coach if he/she has a criminal record for a sexual offence or a criminal record for a sexual offence for which a pardon has been granted or issued.
2. Cariboo Ski Touring Club will not accept a volunteer coach if he/she has a criminal record that the RCMP advises might put CSTC at risk.

Policy adopted , 2013