



SDC PROFESSIONAL REGISTRATION INFORMATION

The following information is posted on the SDC web site (scotdance.ca) to inform members of the registration process

RISK MANAGEMENT

Below is the proposition in its entirety that passed at the SDC AGM in July 2015 and is now part of the ScotDance Canada Operations Manual. Please direct any questions you have about the police checks to the Risk Management committee scotdancecanadariskmanagement@gmail.com

Police Check Requirements

1. Screening of personnel is an important part of providing a safe environment and has become common practice among organizations offering programs and services to youth, including sport and dance organizations.
2. ScotDance Canada is responsible, to do everything reasonable to provide a safe and secure environment for participants in its programs.
3. Enhanced Vulnerable Sector Police Checks (EVSPC) is one of several SDC policy tools used to fulfill a legal responsibility to provide a safe environment and to protect its members and participants from harm. An EVSPC includes both criminal and child abuse clearances.
4. Not all personnel affiliated with SDC are required to undergo screening through an Enhanced Vulnerable Sector Police Check, as not all positions pose a risk of harm to registered competition or workshop dancers or its members.
5. Persons who will be subject to screening through an Enhanced Vulnerable Sector Police Check are those who work closely with minor dancers and who occupy positions of trust and authority and have not already submitted their Enhanced Vulnerable Sector Police Check as a condition of Membership in ScotDance Canada Association. Such "designated positions" include:
 - a) Judges
 - b) Pipers
 - c) Workshop Instructors – those conducting half and full day workshops.
 - d) Specialized Lecturers – One-off lecturer (one hour). These individuals are required to obtain a Criminal Record check only. Lecturers must be escorted in and out of the building and can only be present during their portion of the event.

Contact SDC Risk Management committee for more details as to police check requirements for limited hourly lecturers. SDCriskmanagement@scotdance.ca

PROCEDURE FOR SCOTDANCE CANADA MEMBERS

NEW MEMBERS AND NEW PROFESSIONAL DANCE MEMBERS:

1. Enhanced Vulnerable Sector Police Checks (EVSPC) will be required initially upon application for **new** membership to ScotDance Canada (provided the new member is of legal age). The EVSPC must include both criminal and vulnerable sector police checks.
2. New members are required to obtain their initial EVSPC from their local police/RCMP detachment. The original check should be sent via email in PDF format to the SDC Legal Advisor either directly from the police/RCMP office or by the individual.

Kelly McNab: kmcnab@pettitandco.com (email a PDF of the police check)

****NOTE: The lawyer's office will send SDC Risk Management an email to confirm validation of the EVSPC. SDC Risk Management will send a confirmation email to the applicant to upload with the online membership application.**

3. Should the new member not be able to obtain an EVSPC due to not being of legal age to obtain an EVSPC (differs from province to province), the new member will only be required to provide a Criminal Record police check obtained through Sterling Talent Solutions (provided the member has attained age 18). If the new member is under the age of 18, a Criminal Record check cannot be completed by police detachments under the Canada Criminal Record Act, however, once age 18 is attained the member will then be required to obtain a Criminal Record check via Sterling Talent Solutions. If the member is able to obtain an EVSPC at their next membership renewal this is recommended, however, they may wait until attainment of age 25. Individuals need to obtain an EVSPC via their local police/RCMP detachment, to be sent via email in PDF format to the SDC Legal Advisor, either directly from the police/RCMP office or by the member.

Kelly McNab: kmcnab@pettitandco.com (email a PDF of the police check)

4. SDC has established a special fee with Sterling Talent Solutions (\$25 plus tax) for the purposes of police checks for members who are not of age to obtain an EVSPC via their local police/RCMP detachment.
5. The cost of the initial EVSPC or the renewal police check will be the individual's financial responsibility.
6. The requirements above will be reviewed by the SDC Board of Directors, and updated as required.

RENEWING MEMBERS AND RENEWING PROFESSIONAL DANCE MEMBERS:

1. Subsequent screenings will be required every 2 years via Sterling Talent Solutions' online process.
2. SDC has established a special fee with Sterling Talent Solutions for the purposes of renewal police checks (\$25 plus tax)

3. The cost of the initial EVSPC or the renewal police check will be the individual's financial responsibility.
4. The requirements above will be reviewed by the SDC Board of Directors, and updated as required.

CANADA POST ID VERIFICATION

The secondary Canada Post ID Verification process would be utilized should anyone fail the primary Electronic ID Verification [EIV] step; to confirm, they would fail if they answer the multiple choice questions incorrectly, or if they don't have enough credit info built up on their credit file in order to generate the required number of questions. Also to confirm, they will have the option of attempting the EIV process once more before they would be automatically routed to the off-ramp Canada Post ID verification process.

Should they fail this online quiz twice, the candidate will be prompted to print a form [sample attached] and present this with 2 pieces of ID and proof of residence to the nearest participating Canada Post location [which they can confirm by entering their postal code as per the prompts provided].

POLICE CHECKS NOT CLEARED (Initial EVSPC or Renewal):

1. SDC's Legal Advisor will advise SDC if the initial Canadian EVSPC is clear. SDC's Risk Management Committee will subsequently advise either the Affiliate Professional Registrar (in the case of membership application) or the Competition and/or workshop organizers (in the case of hiring).
2. Upon review by SDC's Legal Advisor, if there is any concern with an individual's EVSPC, the individual and the Risk Management Chair of ScotDance Canada will be contacted by the lawyer. All records will be maintained in a confidential manner and will not be disclosed to others as required by law, or for use in a legal, quasi-legal or disciplinary proceeding.
3. Renewal police checks obtained via Sterling Talent Solutions will indicate if an individual does not clear the required areas of review. The Risk Management Chair of ScotDance Canada will review the police check with the individual. The Risk Management Chair, if necessary, will consult with SDC's Legal Advisor for advice as to course of action to be taken.
4. Questions from any party requesting clarification as to the procedure should be directed to the Risk Management Chair for SDC. SDCriskmanagement@scotdance.ca

NOTES:

NEW, RENEWING & PROFESSIONAL DANCER (NEW & RENEWING) MEMBERS

- Online membership application only - see current online membership application for membership fees.
- The Provincial Registrar will confirm your SDC Membership by email – NO MEMBERSHIP CARDS WILL BE SENT OUT; no need to enclose a self-addressed stamped envelope.
- No SDC memberships will be issued in "good faith" – all current application requirements must be completed. If there are unfulfilled requirements from previous years, they must be satisfied as well.
- Membership notification will ONLY be issued upon SDC receiving notification from SDC's retained lawyer of a clean EVSPC.

- New members are to email via PDF format, the EVSPC directly to SDC's retained lawyer and keep a copy for their records. Kelly McNab: kmcnab@pettitandco.com (exception - see #3 and #4 under NEW MEMBERS).
- A copy of a current Criminal Record Check Results sheet from Sterling Talent Solutions must be submitted with SDC's membership application every 2 (two) years for renewing members.
- Acknowledge that you have read and understood the SDC Code of Ethics for Professional Conduct, Dancers and for the Dancer's Support Network on the online application.
- Acknowledge that you have read and understood the SDC Child Abuse Protection policy on the online application.
Acknowledge that you have read and understood the SDC Anti-harassment/Anti-bullying policy on the online application.
- Proof of membership in an Examining Body (EB) must be uploaded annually with the online application.
- SDC members who teach foreign dancers (any dancer outside of Canada), MUST register the dancer under SDC. If a foreign teacher and a SDC member jointly teach a dancer, the dancer MUST register under SDC. SDC members, due to our insurance policy requirements are prohibited from registering their foreign students under another registration agent of the Board.
- To register as a professional dancer you must be enrolled as a full-time post-secondary student or in an apprenticeship program and be a maximum of 28 years of age.
- Professional dancers must upload a copy of their birth certificate and a letter of enrollment from the institution attending.