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## ScotDance Canada Risk Management Requirements for New Member Registration & Renewal of Membership

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### Attention: All ScotDance Canada Professionals

In the interest of public protection ScotDance Canada seeks to ensure that all professionals renewing or applying for new Membership in ScotDance Canada are of good character. To be a Member of ScotDance Canada, a professional must be of good character and be competent to engage in the instruction of Highland and National dancing. Competence is assessed by ScotDance Canada through a requirement for all Members to be “Members in good standing” of a recognised Examining Body and/or the Worldwide Adjudicators Panel of the Scottish Official Board of Highland Dancing.

In 2010 the ScotDance Canada Board of Directors passed a proposition that all new Members of ScotDance Canada will be required to provide ScotDance Canada with a complete and recent (issued within the last 3 months) Canadian *Enhanced Vulnerable Sector Police Check (EVSPC)*. An EVSPC includes details of spent convictions and pardons due to the nature of Members working with children under the age of 18. Sterling Talent Solutions will perform a police check for members renewing their membership and have previously submitted an EVSPC to ScotDance Canada. It is imperative that ScotDance Canada’s members align themselves with other organizations that have implemented similar mandates for their members.

- New and renewing Members are required to submit proof of CURRENT Examining Body membership.
- New Members will be required to obtain a Canada *Enhanced Vulnerable Sector Police Check (EVSPC)*. The EVSPC needs to include **both** a criminal and vulnerable sector police check. The EVSPC to be submitted to SDC’s retained lawyer’s office as per below email address. Please do not send to SDC Provincial Professional Registrars.
- The Member or applicant is required to pay for the costs of obtaining an *EVSPC Check*. This document should be used when applying for this check. All 3 consent areas within the EVSPC need to be completed.
- Renewing ScotDance Canada members will be required to undergo screening via Sterling Talent Solution’s online process every 2 years.

All **NEW** Members applying for current year SDC membership (members who are of age to obtain an EVSPC) will be responsible for emailing a PDF of their EVSPC directly to ScotDance Canada’s retained lawyer. Should a new member not be of age to obtain an EVSPC, the initial requirement would then be to undergo screening via SDC’s online agency, Sterling Talent Solutions. If the new member is under the age of 18, the police check cannot be performed by Sterling or the police department. If the individual is able to obtain an EVSPC police check upon their next SDC member renewal, they should do so, however, at a minimum, upon attainment of age 25, the individual will need to provide an EVSPC obtained through a local police station to be emailed as a PDF file to SDC’s lawyer. Notification of clearance will be provided to ScotDance Canada’s Risk Management Committee upon receipt of acceptable police checks. SDC’s lawyer will also notify ScotDance Canada’s Risk Management Committee if there is a **failed** EVSPC/notation on the EVSPC that would be cause for concern as per ScotDance Canada retained lawyer’s determination. **Under no circumstances should an applicant contact SDC’s lawyer** for information on obtaining a police check or questions around SDC’s Risk Management Policies. SDC’s provincial professional Registrars can provide guidance as to obtaining the proper police check.

**Kelly McNab:** [kmcnab@pettitandco.com](mailto:kmcnab@pettitandco.com) (emailing PDF’s of vulnerable sector checks only)

[SDCriskmanagement@scotdance.ca](mailto:SDCriskmanagement@scotdance.ca) (enquiries around SDC Risk Management policies)

Thank you for your cooperation.

Risk Management Committee

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