



## **COMPETITION ORGANIZERS' POLICE CHECK REQUIREMENT JOB AID**

As part of ScotDance Canada's Risk Management policies, prospective judges/pipers/workshop instructors must hold a current Police Criminal Record Check, to include screening of the Vulnerable Sector/Child Abuse/Working with Children screening. A current police record check would be one that has been completed within 2 years of when the judge/workshop instructor/piper will be providing services at a ScotDance Canada sanctioned event.

### **HIRING PROCESS:**

**a) For hiring RSOBHD Judges:**

Organizers to provide the name of the judge to ScotDance Canada's Risk Management Committee at, [SDCriskmanagement@scotdance.ca](mailto:SDCriskmanagement@scotdance.ca) who will verify police check status for all Canadian judges. Contracts may only be sent upon verification of police check status.

For foreign judges, the process is the same, with the exception that police checks will be verified by ScotDance Canada's Risk Management Committee [SDCriskmanagement@scotdance.ca](mailto:SDCriskmanagement@scotdance.ca) in conjunction with the individual appointed by each foreign country to track judges' police checks within their respective country. Contracts may only be issued upon verification of police check status.

**b) For hiring Canadian or foreign workshop instructors (non-RSOBHD judges)/pipers:**

Contact ScotDance Canada's Risk Management Committee. [SDCriskmanagement@scotdance.ca](mailto:SDCriskmanagement@scotdance.ca) who will verify police check status. ScotDance Canada's Risk Management Committee will verify whether prospective instructors or pipers hold a current police check from services provided previously at ScotDance Canada sanctioned events. ScotDance Canada's Risk Management Committee will work with instructors or pipers as to police check requirements. Contracts may only be sent upon verification of police check status.

**NOTE:** If a judge/piper/workshop instructor informs an Organizer they have already been cleared for police check status, please check with [SDCriskmanagement@scotdance.ca](mailto:SDCriskmanagement@scotdance.ca) for confirmation. This may be the case if another Organizer previously hired the same judge/piper/workshop instructor.

**NOTE:** If an instructor or lecturer is only required for a limited contract period of less than 4 hours (1/2 day), they will only be required to provide a Criminal Background Check as per the Canadian Criminal Record Act policies. Organizers are required to meet the instructor/lecturer upon arrival and escort to the area where their services are required. After completion of their services, the Competition Organizer is required to escort the instructor/lecturer to exit the venue. If the instructor or lecturer is permitted to stay and attend other workshop activities the day their services are required, they will be required to undergo an EVSPC police check.

**Additional notes:**

1. If a NON-CANADIAN judge/piper/workshop instructor has a completed police check dated within **TWO** years from the time they will provide services to a sanctioned SDC event, and provided their country of residence permits sharing of police check documents, the individual may use this document for police check clearance verification at SDC's sanctioned events. Contact ScotDance Canada's Risk Management Committee for further instruction. **NOTE: It is not permitted by law in Canada for residents of Canada to share police checks requested by one organization/company with another organization/company**
2. Canadian or foreign workshop instructors (non-RSOBHD judges)/pipers having difficulty in obtaining the required police check documents should be directed to [SDCriskmanagement@scotdance.ca](mailto:SDCriskmanagement@scotdance.ca) for assistance.
3. **It is solely at the discretion of the Organizer to reimburse the judge/piper/workshop instructor for the police check fee. Organizers agreeing to pay the police check fee must indicate this as a covered expense within the judge/piper/workshop instructor contract.**

**NOTE: Judges who are SDC Members are exempt from reimbursement as police checks are a condition of membership.**

4. Allow a minimum of one month (or longer for foreign instructors/lecturers/pipers) for an individual to obtain the required police check document prior to hiring the individual should an individual not have the required police check clearance. Contracts for judges/pipers/workshop instructors should **NOT** be issued until all police check requirements have been verified by ScotDance Canada's Risk Management Committee.