



2017/2018 SDC PROFESSIONAL REGISTRATION INFORMATION

The following information is posted on the SDC web site (scotdance.ca) to inform members of the registration process for 2017/2018

RISK MANAGEMENT

ScotDance Canada approved changes to our risk management procedures at the AGM in July, 2015. It is important you understand the changes.

- Enhanced Vulnerable Sector Police Checks will be required once every two (2) years for all ScotDance Canada members. Judges, pipers and workshop instructors will also be required to undergo an EVSPC every two (2) years if contracted to judge/pipe/instruct workshops at SDC Sanctioned Events.
- New members must still go to their local police offices/RCMP offices to obtain their initial EVSPC. The original check should be sent to the SDC Legal Advisor either directly from the police/RCMP office or by the individual.
- For members of SDC who have already submitted an EVSPC to ScotDance Canada, [Sterling Talent Solutions](#) will perform the check for these members who are renewing their EVSPC. The EVSPC will be conducted online and each individual member covers the cost.

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.
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

Procedure

6. Enhanced Vulnerable Sector Police Checks (EVSPC) will be required once every 2 years for SDC members. **Judges, pipers, and workshop instructors** will be required to undergo an Enhanced Vulnerable Sector Check (EVSPC) every 2 years at the request of the Competition and/or Workshop organizers. Initial EVSPC’s for SDC members, judges, pipers, and workshop instructors will be obtained via local police/RCMP offices. The original check will be mailed or emailed to the ScotDance Canada Legal Advisor, Pettit and Company, either directly from the police/RCMP office or by the individual.

PETTIT AND COMPANY, ATTN: Timothy Pettit

301 – 2609 WESTVIEW DRIVE,

NORTH VANCOUVER, BC. V7N 4M2

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

Pettit and Company will advise SDC if the EVSPC is clear. SDC will subsequently advise the Competition and/or workshop organizers. Upon review by Pettit and Company, 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.

Renewal EVSPC’s can be conducted online via Sterling Talent Solutions. Sterling Talent Solutions will advise the Risk Management Chair of ScotDance Canada of any concerns with an individual’s EVSPC. The Risk Management Chair, if necessary, will consult with SDC’s Legal Advisor for advice as to course of action to be taken if a concern arises from the individual’s EVSPC.

7. Questions from any party requesting clarification as to the procedure should be directed to the Risk Management Chair for SDC. ScotdanceCanadaRiskManagement@gmail.com

8. The cost of the initial EVSPC or the renewal EVSPC will be the individual’s financial responsibility. The requirements above will be reviewed by the SDC Board of Directors, and updated as required.

myBackCheck.com

RENEWING SDC MEMBERS & RENEWING PROFESSIONAL DANCER MEMBERS

Sterling Talent Solutions Enhanced Police Information Check service is a more accommodating, convenient and appropriate process that is meant to be used after SDC members initially provided their clear Vulnerable Sector Checks to SDC's retained lawyers. Renewing SDC members will be required to undergo screening via Sterling Talent Solutions' online process every 2 years, effective September 2015 to align with SDC's membership renewal process. The cost for the Enhanced Police check is \$30 + tax.

NEW MEMBERS & NEW PROFESSIONAL DANCER MEMBERS

If you are applying for a new membership to SDC, you must conduct your initial background check by procuring a Vulnerable Sector Check from your local police department and mail or email the ORIGINAL to:

PETTIT AND COMPANY Attn: Timothy Pettit

301 – 2609 Westview Drive,
North Vancouver, BC V7N 4M2

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

Subsequent screenings will be required every 2 years via Sterling Talent Solutions' online process as per Renewing SDC Member requirements. Individuals who became members of SDC in the 2015/2016 year will be required to undergo a screening via Sterling Talent Solutions in 2017 for the SDC year 2017/2018.

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].

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

- 2017/2018 Membership fee is \$60, an application form from a previous year will not be accepted
- The Provincial Registrar will confirm your 2017/2018 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 2017/2018 application requirements must be completed. If there are unfulfilled requirements from previous years, they must be satisfied as well.
- Only page 1 of the 2017/2018 SDC Professional Membership Application needs to be returned with the appropriate Examining Body membership number(s) recorded, answers to 4 questions circled and the waiver signed and dated
- Read the SDC Code of Ethics for Professional Conduct, Dancers and for the Dancer's Support Network. Acknowledge that you have read the document on page 1 of the membership application
- Proof of membership in an Examining Body (EB) must be provided
- Page 13 of the SDC Child Abuse Protection Program document must be returned, signed and dated

- 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 provide a copy of their birth certificate and a letter of enrollment from the institution attending

RENEWING & RENEWING PROFESSIONAL DANCER MEMBERS

- No SDC memberships will be issued in “good faith” – all application requirements must be completed
- A copy of a current Criminal Record Check Results sheet from Sterling Talent Solutions must be submitted every 2 (two) years.

NEW & NEW PROFESSIONAL DANCER MEMBERS

- NEW members to SDC will require **Enhanced Vulnerable Sector Police Records Checks**. SDC requires the **Enhanced version** of the police check which includes screening for those working with the vulnerable sector (there may be 2 different police checks offered—we require the vulnerable sector screening version, i.e. working with youth)
- The 2017/2018 SDC Risk Management Requirements document further explains the process involving the EVSPC.
- New members are to mail the ORIGINAL EVSPC directly to Pettit and Company’s office (SDC’s retained lawyer) and keep a copy for their records or email a PDF of the ORIGINAL EVSPC to SDC’s retained lawyer
- Membership notification will ONLY be issued upon SDC receiving notification from Pettit and Company of a clean EVSPC. No SDC membership will be issued in “good faith”.