

# The Air Cadet League of Canada



## Screening & Registration Handbook For Screening and Registration Coordinators

December 15, 2012

# **Screening & Registration Handbook**

## **Pre-Amble**

This handbook is designed to help the Sponsoring Committee Chairperson or designated Screening and Registration Coordinator at the local level complete the screening and registration of all volunteers. It is produced under the authority of the National Board of Governors of the Air Cadet League of Canada (ACL).

To ensure, as per the League Memorandum of Understanding (MOU) with the Department of National Defence (DND), the consistent and standardized application of the required registration screening process across all levels of the League, no modifications to this handbook and its accompanying forms are to be made without prior approval of the National Screening and Registration Coordinator.

This handbook has been harmonized with Cadet Administrative and Training Order (CATO) 23-04 (Canadian Cadet Organizations Adult Screening Policy), CATO 23-07 (Civilian Volunteers in Support of Cadet Duty) and certain articles of CATO 23-05 (Terms of Employment - Civilian Instructors). This process was developed over several years in consultation with DND by a National Cadet Council (NCC) Working Group that included both Canadian Forces (CF) and ACL representation.

## **General**

It needs be understood that the Air Cadet League's (ACL) responsibilities for registering and screening civilian volunteers complement those of DND and are of a supporting nature. The Commanding Officer and his/her supporting staff have command and control of the Cadets and are responsible for supervision of the training program. To fulfill its responsibilities to the Cadets, DND is required to conform to rulings by the Supreme Court of Canada that defined the level of care required by any organization in protecting youth under its direction. This level of care has been defined as that which would be exercised by a prudent parent in protecting their child. As a full, active partner in this aspect of the Air Cadet Program, it is also reasonable that the ACL shall also insure that the screening and registration protocols meet the same standard required by our military partners. DND is responsible for screening of Cadet Organization Administration and Training Service (COATS) Officers, volunteers of the CF, both Regular and Reserve as well as contracted Civilian Instructors as mandated in several CATOs.

It shall be noted that only those persons who have been successfully registered and screened with the ACL are authorized to volunteer at the squadron, provincial or the national level.

In order to be properly acquainted with League volunteers and other volunteers, certain information is required. You are asked to complete the enclosed Volunteer Screening and Registration package. An initial interview with a League representative will be required to ensure suitability, if accepted and after successfully completing the screening and registration application process including a Police Records Check and Vulnerable Sector Screening (PRC/VSS). For positions of trust (such as Treasurer and Fund Raising), a Credit Check may be required. A volunteer's Registration/Screening is valid for five years as long as the volunteer remains in good standing. By applying and being approved, the Volunteer undertakes an obligation to report any subsequent change to his/her situation/circumstances that is of a nature to reasonably and usually require a re-evaluation and re-screening (example, a new criminal offence).

## **Screening (Ref: Volunteer Canada)**

### **What is screening?**

Screening is a process designed to create and maintain a safe environment. This process involves identifying any activity of a volunteer position which by virtue of the responsibilities of the position could bring about harm to children, youth, or vulnerable persons. The screening process also ensures the most appropriate match is made between volunteer and task. Screening involves recruiting, selecting, and managing volunteers.

### **Why screen?**

The answer is simple. We want to do a better job of assigning volunteers and protecting them and program participants. All organizations that provide programs to vulnerable people, whether run by staff or volunteers, have a responsibility to appropriately screen their volunteers. This responsibility is moral and legal; it is not only the right thing to do but it is legally required under the "Duty of Care" concept.

While many organizations accept their responsibility to protect the vulnerable participants in their programs, they can feel overwhelmed by the need to screen every one of their volunteers.

### **Who must be Registered and Screened?**

All volunteers shall be registered and screened. This applies at the national, provincial and local levels. At the local level, volunteers may work primarily with the Squadron Sponsoring Committee (SSC) or with the Squadron staff. Some individuals may choose to work with both the SSC and the Squadron staff.

If unsure whether or not a person must be screened, it is always better to err on the side of caution. If there are any doubts, the local coordinator should contact the Provincial Screening and Registration Coordinator (PRSC) for clarification.

Civilian Volunteers, Civilian Instructors and serving members of the Cadet Instructors Cadre (CIC) who have been screened to a VSS level, are the only individuals that are permitted one-on-one contact with cadets who are on cadet duty. All other persons shall be treated as guests at the squadron. Members of the CF who volunteer at a squadron must undergo the same procedures as other volunteers. For further information, see CF Mil Pers Instr 03/10 Regular Force Members Supporting Cadet Programs and CATOs 23-04 and 23-07.

## **Responsibilities**

### **Local Squadron Sponsoring Committee Level:**

It is the responsibility of the Squadron Sponsoring Committee Chairperson (or designate) to complete the screening and registration forms of volunteers and submit them to the Provincial League Office in a timely manner.

### **Provincial Level:**

The Provincial Screening and Registration Coordinator will:

- Ensure all Provincial Committee members are registered and screened.
- Ensure all Squadron Sponsoring Committees follow the National Screening and Registration Policies and Procedures.
- Forward all provincial data to the National Screening and Registration Coordinator.

### **National Level:**

National Screening and Registration Coordinator will:

- Ensure National members are registered and screened
- Maintain the National data base for the Air Canada League of Canada
- Advise the Provincial Screening and Registration Coordinator of any issues related to prospective members
- Advise the Provincial Screening and Registration Coordinator of members that must renew their registration.
- Share the candidate's name and date of birth shall be shared with DND and the Navy and Army Cadet Leagues of Canada in the event that the candidate is found to be unsuitable so as to preclude the candidate from serving as a volunteer in support of the CCO under the auspices of these organizations.

## **Retention of Completed Screening and Registration Forms**

Because abuse cases often do not come to light for many years, it is important to keep the original forms (including signatures and any notes taken by the interview team) for an extended period of time.

### **Squadron Sponsoring Committee:**

- Keep a copy of page one of the Volunteer Screening and Registration Application Form (for contact information only.)
- Forward all original completed forms to your Provincial Office.
- If applicable, forward a copy of the Volunteer Form (Annex A of CATO 23-07) with the Registration Package (the Commanding Officer keeps the original copy).

### **Provincial Committee:**

- Retain all Provincial League members and Squadron Sponsoring Committee screening and registration forms in a locked file with restricted access. (A fireproof file cabinet is recommended.)
- **Retain all files indefinitely**

### **National Office:**

- Retain all National League volunteer screening and registration files in a locked file with restricted access. (Fireproof file cabinet recommended.)
- Retain files/ information of any individual who has been rejected in a separate file or section of the database.
- The candidate's name and date of birth shall be shared with DND and the Navy and Army Cadet Leagues of Canada in order to preclude the candidate from serving as a volunteer in support of the CCO under the auspices of these organizations.
- **Retain all files indefinitely.**

# **The Initial Screening and Registration Process**

**The Screening and Registration process consists of the following steps:**

Step 1 The Initial Meeting

Step 2 Checking the Forms.

Step 3 The Interview

Step 4 The Reference Checks

Step 5 Recommendations

Step 6 Forwarding the Information

Step 7 Provincial Confirmation

Step 8 National Database Entry

Step 9 Advising the Candidate

## **Step 1: The Initial Meeting**

Prospective volunteers shall be introduced to the commanding officer as well as the Squadron Sponsoring Committee chairperson. Because the SSC is responsible to identify volunteers, the SSC Chair, or designate, shall conduct the preliminary interview, or “first contact”. The goal of this initial meeting is to provide the candidate with some information to help him/her make an informed decision. Because we wish to convince the candidate that working for the League can be both a rewarding and enjoyable experience, it is important not to overwhelm them with all of the policies and procedures that are part of the cadet program. These can be introduced later as part of the in-service / training that shall be provided to all volunteers.

When the initial meeting is coming to an end, and it is clear that the individual is interested in becoming a volunteer, it is time to outline the requirements for registering as a League volunteer. A simple statement like this can help to set the stage:

“The Air Cadet League wants to provide the safest possible program for our young people. To do this, we require all potential volunteers to go through a screening and registration process that includes an interview, reference checks and a criminal background check. Are you still interested in becoming a volunteer with \_\_\_\_ Squadron?”

If the candidate says yes, then give him/her the registration package and explain the purpose of each of the forms:

- The Registration Package
- The Application for a Police Records Check
- The Volunteer Renewal Form

Giving these forms in a complete, professional looking package serves several purposes. Firstly, it allows the candidate to reconsider their initial decision. This can be a good thing, particularly if there are things in the candidate’s background that would preclude them from working with our cadets. Secondly, it allows the SSC Chair (or designate) to review the process with them so there are no surprises in the future. Finally, it provides an opportunity for the candidate to ask any questions he/she might have. Do not worry about “scaring the volunteer away”; reputable volunteers will understand the need for screening and registration policies.

At the end of the initial meeting, there are several options: you can assist the candidate to fill out the application form or you could suggest that they take the form home and complete it on their own. In any case, make sure that you have the candidate’s name and telephone number so that you can follow up later in the week.

## **Step 2: Checking the Forms**

Once the candidate has completed the application form, it is important to check it for accuracy and completeness. In particular, check

- That all boxes are filled in, or enter a “NA” (Not Applicable) rather than leaving the box blank.
- That the candidate has identified some particular areas of the squadron or SSC in which are interested.
- That the candidate has provided complete information for each of the references.
- That the candidate has signed the form, and
- Confirm the name, address, phone number with another piece of photo identification (driver’s license, health card etc.)

At this point, it might be a good idea to check that they have read the statements above the applicant signature line and confirm that the information shown is accurate

N.B. A new Police Records Check/Vulnerable Sector Screening (PRC/VSS) is mandatory for all applicants. All members shall update their PRC and VSS every five years.

## **Step 3: The Interview**

Note: The Interview and Reference Checks can be done in either order.

The interview is always carried out by at least two individuals. Before meeting the candidate, it is important for the members of the interview team to review the questions.

Various subjects are protected under the Canadian Charter of Rights and Freedoms and cannot be used as criteria for selection. These include:

Sex	Religion	Family Status
Age	Race	National / Ethnic Origin
Colour	Marital Status	Pardoned Offences (see note 2)
Sexual Orientation	Disability (see note 1)	

**Note 1:** Rather than ask about a disability, you could ask “Do you know of any limitations, physical, mental or otherwise, that would impede your ability to carry out the duties of a volunteer as they have been described to you?”

**Note 2:** A pardon granted for a sexual offence that is revealed by the Vulnerable Sector Screening are grounds for refusing the services of a potential volunteer and will be subject to automatic further review at both the Provincial and National levels.

**Note 3:** Should adverse information be revealed by a PRC/VSS hit, the applicant shall be given an opportunity to refute or explain the information. If the applicant denies the record, a fingerprint search may be required to provide verification. The PRC and VSS reports and the applicant’s rebuttal or explanation shall be forwarded to the PRSC. The PRSC and/or ACL shall review the file in accordance with the tolerance guidelines (attached Annex G, H and I).

Depending on the responses received during the candidate’s interview, the Interview Team may need to probe further or ask further questions for clarification. For example:

<b>Watch out For:</b>	<b>What Can the Interviewer Do?</b>
Simple “Yes” or “No” answers	Ask for additional details: “Can you tell me more about that particular situation?”
Inconsistencies between answers	Ask the same type of question, but in a slightly different manner. Review the initial response and the current answer and ask for clarification of the inconsistencies
Body Language	Does the applicant make eye contact? Do they appear uncomfortable or fidgety? (be careful with this one .... for some this may be the first interview they have had in some time!) Is their behaviour during the formal interview different from their behaviour during the initial meeting?

At the end of the interview, it is always appropriate to give the candidate the opportunity to ask any questions he/she might have, to clarify answers, or to make a closing statement. Always inform the candidate about the next steps, and when they will be contacted with the outcome of the screening and registration process.

Jot down any notes you consider important in the space provided. If you have additional notes, make sure that they are attached to the application package when it is forwarded to the PRSC.

#### **Step 4: The Reference Checks**

Each candidate shall provide the names of three persons who can provide a personal reference. One member of the Interview Team must (also) complete all the reference checks.

The reference check provides the Interview Team with another source of information about the character of the candidate. It also provides an opportunity to verify what has been said in the interview or what has been recorded on the registration form.

When contacting a reference, always identify yourself and explain why you are doing a reference check:

“Hello, my name is John Smith from the Sponsoring Committee of 123 Royal Canadian Air Cadet Squadron. I am calling about a reference check for Mr. John Doe. The Air Cadet League has a policy to register and screen all potential volunteers. Mr. Doe has volunteered to work with our squadron. Do you think you would be able to answer a few questions to help us complete this process?”

There are seven standard questions that are to be asked of all references. Depending on the response, the interviewer may need to ask additional follow up questions.

If the interviewer makes notes during the reference check, these should be included with the registration package. Do not forget to include the date the reference check was made.

## **Step 5: The Recommendation**

Once the registration package has been completed (including the PRC/VSS), the interview and reference checks completed, it is time for the SSC Chair (or designate) to make a recommendation. This is a critical juncture of the program: it is at the local level that the most important decisions about protecting the welfare of the cadets takes place.

While the PRC/VSS screening process is required for the acceptance of a new volunteer, the SSC Chair retains ultimate authority at the local level for making the recommendation as to whether or not the volunteer be accepted. If the SSC Chair holds reservations founded upon matters not directly revealed in the PRC/VSS process (e.g., character, professionalism), the SSC Chair still has the prerogative to make the decision. The safety of our cadets is always our first priority.

## **Step 6: Forwarding Information**

Once the screening and registration process is completed, **regardless of the recommendation**, the completed information package is forwarded to the PRSC. This includes the registration package, notes from the interview and reference checks, the PRC/VSS and if applicable, a copy of the Volunteer Agreement Form (the Commanding officer keeps the original). The SSC Chair should keep a copy of the first page of the package (which includes contact information for the volunteer). At this point, the candidate should be informed that his/her application has now been forwarded to the provincial level.

Missing or incomplete information will result in a delay in approving the candidate.

Note

- Civilian Instructors - A copy of the Volunteer Agreement (Annex A of CATO 23-07) needs to be obtained from the Squadron CO, or a letter of authorization (containing the necessary information for required database fields). The person's information will be entered into the screening database and will indicate that the person is a CI (paid) and was screened by DND through the Enhanced Reliability Check.

## **Step 7: Provincial Confirmation**

When the Provincial Screening Coordinator receives a package from a SSC, he/she will carry out the following steps:

- Confirm that the package is properly filled in and all documents are complete
- Confirm the SSC recommendation



- Enter the data on the volunteer into the national database report
- Upload the report to the National Screening Coordinator (see Note 1, 4 below)
- If approved at the National level, the PRSC can prepare and ID card for the new volunteer (Note 2)
- Send the card and official notification to the SSC Chair for presentation to the new member (Note 3)
- File the complete screening and registration package under the individual's name in a secure file cabinet.

Note 1

- In order to ensure congruency within our organization, the National Screening and Registration Coordinator is to be contacted, by the Provincial Screening and Registration Coordinator, in any and all cases where there has been a "hit" on an applicant's PRC/VSS and the Provincial Coordinator is considering waiving such "hit." This administrative review with the National Executive Director is to be undertaken prior to the PRSC forwarding the application (National Database Report) to the National Office.

Note 2

- The term "Date Joined" that will be indicated in National Screening Database is the date that will appear on the National Screening and Registration Volunteer Approval Certificate. This is also the date to appear on the ID card to be issued to the volunteer.

Note 3

- The applicant cannot serve as a volunteer until this ID card has been issued. It is strongly recommended that all volunteers display this ID card when in the presence of cadets.

Note 4

- Civilian Instructors - A copy of the Volunteer Agreement (Annex A of CATO 23-07) needs to be obtained, or a letter of authorization (containing the necessary information for required database fields). Enter the person's information into the screening database and indicate that the person is a CI and was screened by DND through the Enhanced Reliability Check.

## **Step 8: National Database Entry**

Information on all volunteer candidates will be entered into the database, regardless of whether or not the individual was recommended. The three Leagues will share information on candidates that have been deemed unacceptable.

If no issues are raised when the information is uploaded into the national database, the NRSC will approve the candidate, issue a screening certificate to the PRSC and inform them to proceed. At this point, the registration process is complete.

If there are any issues (indicating that this individual may have been deemed unacceptable at some point in the past, etc.), the NRSC will immediately notify the PRSC and explain the circumstances. The PRSC will take the appropriate follow up to bring the Screening and Registration process to its conclusion.

Even if an applicant is turned down, it is important to enter the information into the database. This way, there is a record of the individual's application and a note that he/she has been declined. If the individual attempts to register with another squadron, or with another cadet unit, the local screening and registration coordinator would be made aware of this information. This will make it more difficult for potential "predators" to move from unit to unit anywhere in the country.

## **Step 9: Advising the Candidate**

If the final decision by the National level of the Air Cadet League of Canada is to accept the candidate, make sure to follow up with a telephone call as soon as possible. Invite the new volunteer out to the next Parade Night (or meeting of the SSC). Introduce them to the people with whom they are going to be working. The Provincial Committee will prepare a Registration Card that will be forwarded to the SSC Coordinator.

If the final decision is not to recommend the candidate, he or she will be advised by the most appropriate level of the League. If this decision is made as a result of a hit stemming from the PRC/VSS screening, the candidate's name and date of birth shall be shared with DND and the Navy and Army Cadet Leagues of Canada in order to preclude the candidate from serving as a volunteer in support of the CCO under the auspices of these organizations. For guidance refer to attached Annex G, H, I for tolerance consideration of offences.

## **The Renewal Process**

Each volunteer will be required to re-register every five years. One function of the National Registration Screening Coordinator is to notify the Provincial Registration Screening Coordinator of the names of individuals whose registration will expire during the current training year. Assuming that the individual has been active in the League during the term, he/she will be required to complete a renewal form (see Annex F) and provide an updated PRC/VSS. Once this information has been provided to the SSC Coordinator, the completed forms are forwarded to the PRSC.

## **Break in Service**

If the volunteer has not been actively volunteering for one year or more, the individual will be required to go through the complete screening and registration process again.

## **Terminating the Volunteer Agreement**

The Volunteer Agreement can be terminated at any time by either party, in writing.

A copy of the letter terminating the Agreement should be sent to the (PRSC) so that the file can be updated. Every effort should be made to retrieve the membership card issued by the Provincial Committee.

If the volunteer decides to terminate the arrangement, the SSC Chair shall write a letter to the individual thanking them for their service. A copy of the letter shall be sent to the PRSC who, in turn, will update the information in the database to show that the individual is no longer active. Every effort should be made to retrieve the membership card issued by the Provincial Committee.

## **Volunteers in Support of Cadet Duty**

“The Commanding Officer of the squadron may authorize the use of volunteers to assist CIC officers and CI in support of cadet duty provided that such assistance is under the supervision and direction of an officer of the CIC or CI.” (CATO 23-07) Furthermore, only volunteers who have been screened and approved in accordance with the process agreed upon by DND and the League can participate in activities defined as cadet duty: volunteers not screened under the process cannot participate in activities

defined as cadet duty. (Memorandum of Understanding, 2005). The term “cadet duty” as defined in CATO 23-07 is somewhat confusing. However, the following is a simplified (but unofficial) definition of “cadet duty”: once the cadet has arrived at the local headquarters, or at the training site (whichever occurs first) the cadet is deemed to be on “cadet duty”.

In order to provide the Commanding Officer with a pool of suitable volunteers, the SSC Chair will develop a list of registered and screened volunteers. Each volunteer on the list will have completed the screening and registration process. In order to provide the Commanding Officer with the largest pool of screened volunteers, the League encourages all potential volunteers to sign the Volunteer Agreement (Annex A of CATO 23-07). This includes individuals whose primary duty would normally be with the Squadron Sponsoring Committee.

Whenever a volunteer is used to support a cadet activity, the volunteer’s name should be shown in the weekly routine orders.

## **Document Storage and Retention**

As we have learned from experience, cases of sexual abuse or harassment may not surface for many years. While the National Database will provide some information in the event of a lawsuit, the original documents will be invaluable. As such, it is incumbent on the League to provide secure storage of these documents and to retain them on file permanently. Storing them in someone’s basement is not acceptable, especially when these documents may be needed in the future to support the League’s defense in a law suit.

The following points will provide provincial committees with a basic set of expectations:

- Once the document is completed at the local or provincial level and turned in, it becomes the property of the Air Cadet League.
- All documents, notes etc. are to be retained at the Provincial Committee level. Where a Provincial Committee does not have an office, the PC must ensure that the documents are properly secured.
- All documents pertaining to an individual (screening and registration form, interview form and notes, reference check form and notes, PRC/VSS results, PRC/VSS Form 1 results, renewal form) should be kept in a single file, clearly identified with the individual’s name
- The SSC should only retain a copy of page 1 of the Registration Form, and the original Volunteer Agreement at the LHQ.
- If the Trip Drivers’ Log Book is used, it should be retained on file at the LHQ on a permanent basis.
- All files should be kept in a secure, locking file cabinet. A fireproof cabinet is preferred, but not mandatory.
- Access to these files should be limited: the PRSC, PC Chair, PC Executive Director and the NRSC are recommended.
- Information (not actual files) can be shared with other partners in the Canadian Cadet Movement.
- Documents should be retained in perpetuity, or until directed by the National Office.
- In the event that a candidate is considered unsuitable for further work/service with the CCO, the candidate's name and date of birth will be shared with DND, the Navy and Army Cadet Leagues of Canada for the purposes of precluding the candidate from serving as a volunteer in support of the CCO under the auspices of these organizations.

## Cost of the Police Records Check

Many police departments charge a fee to have a PRC/VSS form completed. The fee is usually set by the governing jurisdiction. The cost of the PRC/VSS is the responsibility of the applicant. It may be covered by the Squadron Sponsoring Committee; this is a local decision.

## The Trip Driver (frequent/regular vs. occasional)

One common use of volunteers is to drive cadets from the local headquarters (LHQ) to a training venue. This could be to a local airfield for flying or gliding, to a nearby camp for adventure training or to a local mall for fund raising. To the extent possible, screened volunteers should be used to assist as **frequent** drivers for cadet activities. Should screened volunteers not be available in sufficient numbers, *occasional* drivers may be used.

### Frequent/regular drivers:

Only a volunteer who is registered and screened by the League in accordance with the process listed in this handbook, and who has completed the Volunteer Agreement, can be used as a frequent driver. Even though frequent/regular drivers are fully screened, the League encourages the use of the Trip Driver's Log Book (Annex F). This logbook is simply a way for the Commanding Officer (CO) to indicate that he/she has authorized the volunteer to drive cadets to a specific location. It provides further evidence of due diligence because it confirms that the driver's license and insurance is valid and up to date.

### Occasional drivers:

Adults who volunteer as occasional drivers in support of cadet activities are not required to complete the PRC/VSS reliability screening process. Commanding officers shall only accept the assistance of occasional drivers who have completed the Driver's Log according to League procedures and adhere to established League policies governing their duties.

When driving cadets, the following "common sense" precautions are recommended:

- Proceed directly from the LHQ to the designated training site.
- Any stops en route should be planned and authorized in advance by the CO
- Cadets should be returned to the same point from which they departed unless authorized in advance by the CO
- The driver should never be left alone with a cadet. Always ensure that there are at least two cadets (or another adult) in the vehicle at all times.
- Carry a cell phone for emergencies. Know the phone number of the LHQ and the CO, and a contact number at the destination and,
- Occasional drivers must be people of good character and known to the squadron/unit.
- Common sense should be used to verify the credentials of the driver, i.e. does he/she possess a valid driver's license, does he/she have adequate automobile insurance, and does the individual appear to be competent (sober) to drive cadets, does the vehicle appear to be mechanically sound, etc.?
- Remind the driver that he/she is driving other people's children and is expected to drive in a safe, cautious and courteous manner and that he/she is bound to adhere to the "rules of the road" and the requirements of the various Provincial Motor Vehicles Acts/Regulations.

## Terms and Definitions

These definitions are drawn from the Air Cadet League of Canada Bylaws and the Memorandum of Understanding (2005) signed by the Air Cadet League of Canada, the Department of National Defence.

**ACL:** Air Cadet League of Canada. The national body responsible for the operation of the Air Cadet League at the national, provincial and local levels. All members of the ACL are registered and screened in accordance with national policy.

**BOG:** Board of Governors. The governing council of the Air Cadet League of Canada

**CCRTIS:** A computerized information system operated by the Royal Canadian Mounted Police that provides Canadian law enforcement agencies with criminal and police records information.

**Cadet Duty:** Those activities outlined in CATO 23-07. In general (but unofficial) terms, once a cadet arrives at the local headquarters or at the training location (whichever occurs first), he/she is then on cadet duty.

**CATO:** Cadet Administrative and Training Orders issued by the Department of National Defence or the Director of Cadets and Junior Canadian Rangers - The principle document for the regulation of the Canadian Cadet Programs.

**CF:** The Canadian Forces

**CI:** Civilian Instructor. An individual employed by the Department of National Defence who is not a member of the Canadian Forces.

**CIC:** Cadet Instructors Cadre. Officers of the CIC are members of the Canadian Forces Reserve whose primary duty is the supervision, administration and training of cadets.

**CO:** Commanding Officer. The senior CIC officer responsible for the operation of the squadron and the supervision of military staff and cadets.

**DND:** Department of National Defence.

**Duty of Care:** is the legal principle that identifies the obligations of individuals and organizations to take reasonable measures to care for and protect their participants. Groups need to understand that Canadian courts will uphold their responsibilities with regard to screening in the context of their "Duty of Care".

**League:** When capitalized, refers to the Air Cadet League of Canada. When pluralized (leagues) it refers to any or all of the Air Cadet League of Canada, Army Cadet League of Canada or Navy League of Canada

**Liability:** Liability refers to the duties, obligations or responsibilities imposed on a person by common law or by statute. As it is commonly used, we speak of a person or organization being held legally liable for something: through a legal action (law suit), the individual or organization has been found legally responsible for an action or inaction in a particular set of circumstances, and is required to pay damages to someone harmed as a result.

**NRSC:** National Screening and Registration Coordinator: The individual at the national level who coordinates the entry of data into the national database and who checks new records against information already stored in the database. In the event of a discrepancy or concern, the NRSC is responsible for notifying the Provincial Screening and Registration Coordinator.

**PC:** Provincial Committee. An organization formed by the BOG to provide direct oversight of Air Cadet League matters at the squadron level in an area generally coinciding with provincial boundaries. A provincial committee may have geographic or regional sub-components. All members of the PC are registered and screened in accordance with ACL policy.

**PRSC:** Provincial Screening and Registration Coordinator: The individual identified by the Provincial Committee as being responsible for coordinating and overseeing the screening and registration process at the provincial level. This individual will be the main point of contact between the local level and the national level.

**PRC:** Police Records Check (PRC): is conducted by the local police agency in the jurisdiction where the member resides. This check includes police information located on national and regional computer systems (e.g. Canadian Police Information Centre (CPIC), Police Information Retrieval System (PIRS), Police Retrieval Operation System (PROS), Police Records Information Management Environment (PRIME), Law Enforcement Information Portal (LEIP) and other approved systems), along with information located through local police records checks.

**SSC:** Squadron Sponsoring Committee. A local organization authorized by the BOG on the recommendation of a Provincial Committee. The SSC's role is to support the operations of the local squadron. All members of the SSC are registered and screened in accordance with ACL policy.

**SSC Chair:** The chairperson of the squadron sponsoring committee.

**SSC RSC:** Squadron Sponsoring Committee Screening and Registration Coordinator. The individual at the local level responsible for coordinating screening and registration activities.

**Volunteer:** A person who provides services directly to or on behalf of the DND, CF or Leagues without compensation or any other thing of value in lieu of compensation, in support of cadets. All volunteers will be registered and screened in accordance with the national screening and registration policy.

**Vulnerable Person:** Vulnerable members of society are defined in the Criminal Records Act as persons who, because of age, disability, or other circumstances, whether temporary or permanent are:

- In a position of dependence on others, or
- Are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them.

This includes children, youth, senior citizens, people with physical, developmental, social, emotional, or other disabilities, as well as people who are victims of crime or harm. The vulnerability may be a temporary condition or permanent.

**VSS:** Vulnerable Sector Screening (VSS): permits the disclosure of conviction records for sexual offences listed under the Schedule of the Criminal Records Act in respect of which a pardon has been granted. Such records may be provided to an organization if an individual working for that organization has a position of authority or trust relative to children or vulnerable persons.

## **Conclusion**

This manual outlines the National policies and procedures that are approved by the Air Cadet League of Canada for registering and screening volunteers in support of the Air Cadet Program. These volunteers will work with the League (at the local, provincial or national level), the squadron, or both.

This handbook has been harmonized with Cadet Administrative and Training Order (CATO) 23-04 (Canadian Cadet Organizations Adult Screening Policy), CATO 23-07 (Civilian Volunteers in Support of Cadet Duty) and certain articles of CATO 23-05 (Terms of Employment - Civilian Instructors). This process was developed over several years in consultation with DND by a National Cadet Council (NCC) Working Group that included both Canadian Forces (CF) and Air Cadet League of Canada (ACL) representation.

To ensure, as per the League MOU with DND, the consistent and standardized application of the required registration screening process across all levels of the League, no modifications to this handbook and its accompanying forms are to be made without prior approval of the National Screening and Registration Coordinator (as outlined in the Memorandum of Agreement, Section 5.2.3.2). Any amendments to the National policies, procedures and forms must first be agreed upon by the Department of National Defense prior to implementation (MOU, Section 5.2.3)

Provincial Committees may introduce additions to the forms, policies or procedures providing these additions build on the National policies and procedures (i.e. requiring a credit check for all volunteers who have signing authority on the SSC bank account) and are approved at the National level.

## **Annex A: Forms**

### **Forms**

All of the following mandatory forms are available on the Air Cadet League of Canada's national web site; [www.aircadetleague.com](http://www.aircadetleague.com). From the home page follow the links to <Info For Members> and then <Forms & Documents>.





## Volunteer Screening and Registration Package

# VOLUNTEER REGISTRATION AND SCREENING

### *APPLICANT INFORMATION*

(To be retained by applicant)

Thank you for your interest in becoming a volunteer with The Air Cadet League of Canada. Close to 5,000 screened and registered adults donate their time and skills in support of Air Cadet activities.

The Air Cadet League of Canada (ACL) and its partner, the Department of National Defence (DND), have worked together in a partnership spanning over seventy years to establish and maintain what is acknowledged to be a premiere youth organization. The Air Cadet Program is a comprehensive one, which is run in a structured, disciplined and safe manner. In this context, it is important to ensure all volunteers are appropriately selected, and are good role models for Air Cadets. Knowing the volunteers, their skills and talents, and their intended contribution is very important to the Squadron Sponsoring Committee, Officers and staff. A team effort produces the best results for the greater benefit of the Air Cadet Movement.

Air Cadet League volunteers work in close contact with Air Cadets aged from twelve to eighteen. We know that parents and guardians place great faith in both the Department of National Defence and the Air Cadet League to keep their son or daughter free from potential harm at all times. To fulfill their responsibilities to the cadets, both the ACL and DND conform to rulings by the Supreme Court of Canada that define the level of care required by any organization in protecting youth under its direction. This level of care is defined as that which would be exercised by a prudent parent in protecting their child. These responsibilities are also evident in the League's screening and selection process for its volunteers.

The ACL welcomes your application in good faith. However, every applicant is required to successfully complete all stages of a thorough screening process which starts with providing the details requested in the attached Volunteer Screening and Registration Application Form. An interview will be required after receipt of this completed form, as well as a Police Records Check and Vulnerable Sector Screening (PRC/VSS). For positions such as Treasurer and Fund Raising, a Credit check may be required. The information you will be asked to provide will be kept confidential and used by the Air Cadet League for the following purposes:

- To prepare for your personal interview
- To make enquiries of personal references and employers past and present
- To enable the police service to undertake a complete record check, and
- To process a name check with the National Volunteer database, past and present.

The information obtained will go to the assessment of your credibility to be placed in a position of trust or authority with young persons.

If accepted, your registration remains valid for five years provided you remain active and in good standing with the Air Cadet League. By applying and being approved, you undertake an obligation to report to the League any subsequent change to your personal circumstances that is of a nature to reasonably and usually require a re-evaluation of your standing (example, a new criminal offence).

In the event you are considered unsuitable for further work/service with the Canadian Cadet Organizations (CCO), your name and date of birth will be shared with DND, and the Navy and Army Cadet Leagues of Canada for the purposes of precluding you from serving as a volunteer in support of the CCO under the auspices of these organizations.

We thank you for your generous offer of volunteer service. Your support of the program and also for the strict screening and selection procedures required for all League volunteers is very much appreciated.

The Air Cadet League of Canada  
October 2012

**PROTECTED B  
(WHEN COMPLETED)**



**DATE:  
PROVINCE:  
SQUADRON:**

## The Air Cadet League of Canada VOLUNTEER REGISTRATION AND SCREENING APPLICATION FORM

### APPLICANT INFORMATION

<b>LAST NAME:</b>		<b>FIRST NAME:</b>		<b>MIDDLE NAMES:</b>	
ALIASES:		<b>DATE OF BIRTH:</b>		MR:	MRS: MS:
ADDRESS (Number/Street/P.O.Box/Apt.#):					
CITY:		PROVINCE:		POSTAL CODE:	
MAILING ADDRESS (if different from above):					
HOME PHONE:		CELL PHONE:		EMAIL:	
PREVIOUS ADDRESS (if less than 2 years):					HOW LONG?
CITY:		PROVINCE:		POSTAL CODE:	

### EMPLOYMENT INFORMATION

CURRENT EMPLOYER (if retired give last employer):							
EMPLOYER ADDRESS:					HOW LONG?		
CITY		PROVINCE:		POSTAL CODE:			
PHONE:		EMAIL:		FAX:			
POSITION:		FULL TIME		FROM:		TO:	
SELF EMPLOYED: YES NO		PART TIME		Month: _____		Month: _____	
		SEASONAL		Year: _____		Year: _____	
PREVIOUS EMPLOYER (if less than 2 years):							
EMPLOYER ADDRESS:					HOW LONG?		
CITY		PROVINCE:		POSTAL CODE:			
PHONE:		EMAIL:		FAX:			
POSITION:		FULL TIME		FROM:		TO:	
SELF EMPLOYED: YES NO		PART TIME		Month: _____		Month: _____	
		SEASONAL		Year: _____		Year: _____	

### EXPERIENCE

Is your son or daughter a cadet? YES NO	CADET'S NAME	RANK:	SQUADRON:
Do you have any previous experience as a cadet or with the Canadian Forces? YES NO	Have you been a volunteer with any other youth organizations? YES NO		

If yes, please give details of where and which organization(s):

1. \_\_\_\_\_ No. of years \_\_\_\_\_
2. \_\_\_\_\_ No. of years \_\_\_\_\_
3. \_\_\_\_\_ No. of years \_\_\_\_\_

As a volunteer, how can you help? Please indicate any special talents or experience you feel may benefit the squadron or the League:

## VERIFICATION OF IDENTITY

For verification of identity, please provide **one** of the following piece of photo identification:

Driver's License # \_\_\_\_\_  
Passport # \_\_\_\_\_  
Military ID # \_\_\_\_\_  
Other : \_\_\_\_\_

## REFERENCES

Please provide the names of three references (no relatives please):

Reference #1 Name :

Address:	Daytime Phone:	Evening Phone:
----------	----------------	----------------

Reference #2 Name :

Address:	Daytime Phone:	Evening Phone:
----------	----------------	----------------

Reference #3 Name :

Address:	Daytime Phone:	Evening Phone:
----------	----------------	----------------

Were you ever convicted of a criminal offence (in Canada or elsewhere) that has not been pardoned or has had the pardon revoked, or of any offence of a nature that affects or could be seen as affecting your suitability to work as a volunteer? (You will have an opportunity to discuss during the interview.)                      YES                      NO

I certify that the above information is true and correct. I authorize the Air Cadet League of Canada and its Provincial Committees to obtain information from any individual prescribed by law as well as from any police department. I understand that the Air Cadet League of Canada, after due process of consideration and review, reserves the right to accept or decline my services. If accepted as a volunteer, I recognize the safety and well-being of cadets as my foremost responsibility. I agree to notify the Squadron Sponsoring Committee Chairperson of any change in status, including charges or criminal offence convictions, while a volunteer of the Air Cadet League of Canada.

To qualify as a volunteer, you must complete and sign this application. Omission of any information requested in this application may constitute grounds for non-acceptance. All information provided will be kept strictly confidential at the Provincial and National League offices. Once completed, information from this form will be included in a national database and may be shared with the other components of the Canadian Cadet Organization.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

Will the volunteer be the treasurer? YES                      NO

Will the volunteer be working with cadets at the local level? YES                      NO

All such volunteers will be required to complete and sign the "Volunteer Agreement" form contained in Annex A to CATO 23-07 effective date 1 July 2006. A copy is attached.

CHAIRPERSON'S OR DESIGNATED PERSON'S COMMENTS (State what functions this volunteer is likely to fulfill and recommendation to the PC Registration/Screening Coordinator regarding the acceptability and risks connected with the applicant becoming a League volunteer.)

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**NOTE: The SSC Chairperson is responsible for immediately reporting any act of discreditable conduct or criminal offences by volunteers to the Provincial Screening and Registration Coordinator.**

## RESULT OF THE VERIFICATION (TO BE COMPLETED BY PRSC ONLY)

Interview and Reference Check completed by SSC RSC: YES                      NO                      Recommended by SSC RSC? YES                      NO  
Verification:                      PRC/VSS                      Credit Report (if required)

After verification and according to the information receive, this volunteer is:

**Recommended                      Not Recommended**

Information was transmitted to ACL NRSC on: \_\_\_\_\_ Approved? YES                      NO

Squadron was notified of results on: \_\_\_\_\_

SCREENING CARD INFORMATION: Date joined: \_\_\_\_\_ Member ID Number: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_



# The Air Cadet League of Canada

## VOLUNTEER REGISTRATION AND SCREENING APPLICATION FORM

### *Candidate Interview Form*

**Listen to the responses. Mark YES if the responses are viewed by the interviewers to be appropriate to the position for which the candidate is being interviewed. Use additional sheets to document the answers if required.**

Candidate: _____		Date of Interview: _____	
	YES	NO	NOTES
1. Why are you interested in applying to be a volunteer?			
2. Do you have any experience working with a youth organization? If so what?			
3. Do you enjoy working with children? If so, please outline your past experience.			
4. Have you ever been registered or screened as a candidate for volunteer work? If so, please talk about the organization and what your role was in the organization.			
5. As a volunteer you will be involved in activities that include working with the cadets and the community. What are the skills you have that will be useful to the organization?			
6. Is there anything in your background or past that you believe may prevent you from being registered as a volunteer?			
7. Based on your responses to the question on page 2 of the application, (show them the section where they have responded and signed), is there anything you would like to discuss?			
8. Have you ever had any involvement with the police or other authorities that would reflect on your background or on your likelihood of being screened positively for the position you are being considered for in the Air Cadet League of Canada?			
9. Were you ever convicted of any criminal offence (in Canada or elsewhere) that has not been pardoned or have had the pardon revoked, or of any offences of a nature that affect or could be seen as affecting your suitability to work as a volunteer?			
10. Do you know of any limitations, physical, mental or otherwise that will impede your ability to carry out the duties of a volunteer?			
11. <u>For Applicants to be Treasurer</u> What is your experience with maintaining financial records?			
<b>Signature of Interviewer</b>  Name: _____ Date: _____	<b>Signature of Interviewer</b>  Name: _____ Date: _____		<b>Recommended</b>  YES or NO  <i>(Circle as appropriate)</i>



# Candidate Reference Check

Reference Check for: \_\_\_\_\_

Squadron/Provincial Committee/National: \_\_\_\_\_

Mark the responses into each of the sections for the person providing the reference. Use a separate sheet for additional information if required.

- Q1:** How long have you known the applicant?
- Q2:** What is your relationship to the applicant?
- Q3:** Does the applicant work well with youth?
- Q4:** Does the applicant work well with adults?
- Q5:** Would you be willing to have the applicant work one on one with your own child?
- Q6:** Would you recommend the applicant as a person who can handle an organization's money?
- Q7:** Are you willing to recommend the applicant to the Air Cadet League of Canada?

<b>Reference Name:</b>			<b>Date:</b>		<b>Phone No:</b>		
<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Q5</b>	<b>Q6</b>	<b>Q7</b>	
Years _____	<b>Relationship:</b> _____	Yes	Yes	Yes	Yes	Yes	
Months _____		No	No	No	No	No	
		Unknown	Unknown	Unknown	Unknown	Unknown	
<b>Reference Name:</b>			<b>Date:</b>		<b>Phone No:</b>		
<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Q5</b>	<b>Q6</b>	<b>Q7</b>	
Years _____	<b>Relationship:</b> _____	Yes	Yes	Yes	Yes	Yes	
Months _____		No	No	No	No	No	
		Unknown	Unknown	Unknown	Unknown	Unknown	
<b>Reference Name:</b>			<b>Date:</b>		<b>Phone No:</b>		
<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Q5</b>	<b>Q6</b>	<b>Q7</b>	
Years _____	<b>Relationship:</b> _____	Yes	Yes	Yes	Yes	Yes	
Months _____		No	No	No	No	No	
		Unknown	Unknown	Unknown	Unknown	Unknown	

<b>Signature</b>  <b>Print Name:</b>	<b>Recommended</b>  <b>YES or NO</b>	<b>Further Checks Recommended</b>
		Police \ Credit



# The Air Cadet League of Canada

## Request for Police Records Check/Vulnerable Sector Screening

To: Police Services

From: \_\_\_\_\_ Chair, Squadron Sponsoring Committee  
\_\_\_\_\_ Royal Canadian Air Cadet Squadron

This letter will confirm that \_\_\_\_\_ has applied to become a volunteer with \_\_\_\_\_ Royal Canadian Air Cadet Squadron. As part of the Screening and Registration Process of the Air Cadet League of Canada, all volunteers are required to provide a current Police Records Check/Vulnerable Sector Screening.

The Air Cadet program is open to all young people between the ages of 12 and 19. It is operated in partnership between the Canadian Forces and the Air Cadet League of Canada. We are aware that some police jurisdictions provide the Police Records Check/Vulnerable Sector Screening without charge or at a reduced charge for individual seeking volunteer roles primarily to serve a vulnerable sector of the population. The Air Cadet program and \_\_\_\_\_ Squadron does qualify as both a non-profit organization that provides a service to a vulnerable sector of the population. We would appreciate any consideration you could provide in this matter.

Volunteer Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ (H)

If you require any further information about \_\_\_\_\_ Squadron or the Air Cadet Program, please contact me at the number listed above.

Sincerely

Chair  
\_\_\_\_\_ Royal Canadian Air Cadet Squadron  
Sponsoring Committee



# The Air Cadet League of Canada

## Request for Police Records Check/Vulnerable Sector Screening

*(This form is to be used by a person applying for a position with a person or organization responsible for the well-being of one or more children or vulnerable persons, if the position is a position of authority or trust relative to those children or vulnerable persons and the applicant wishes to consent to a search being made in criminal conviction records to determine if the applicant has been convicted of a sexual offence listed in the schedule to the Criminal Records Act and has been pardoned.)*

### Identification of the Applicant

**Full name:** \_\_\_\_\_

**Sex:** \_\_\_\_\_

**Date of birth:** \_\_\_\_\_

**Place of birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Previous addresses (if any) within the last 5 years:**  
\_\_\_\_\_  
\_\_\_\_\_

### Reason for the Consent

I am an applicant for a volunteer position with an organization responsible for the well-being of one or more children or vulnerable persons.

Description of the volunteer position: Adult volunteer

The name of organization is: Air Cadet League of Canada \_\_\_\_\_ Squadron

Provide details regarding the children or vulnerable persons: Working with Air Cadets, ages 12-19

### Consent

I consent to a Police Records Check/Vulnerable Sector Screening consisting of a search of national and local police databases, including criminal convictions, outstanding charges and local police information deemed relevant. I also consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a pardon for, any of the sexual offences that are listed in the schedule to the Criminal Records Act. I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the Criminal Records Act in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PROTECTED B  
(WHEN COMPLETED)**



**DATE:  
PROVINCE:  
SQUADRON:**

## The Air Cadet League of Canada SCREENING RENEWAL FORM

### APPLICANT INFORMATION

<b>LAST NAME:</b>	<b>FIRST NAME:</b>	<b>MIDDLE NAMES:</b>		
ALIASES:	<b>DATE OF BIRTH:</b>	MR:	MRS:	MS:
ADDRESS (Number/Street/P.O.Box/Apt.#):				
CITY:	PROVINCE:	POSTAL CODE:		
MAILING ADDRESS (if different from above):				
HOME PHONE:	CELL PHONE:	EMAIL:		
PREVIOUS ADDRESS (if less than 2 years):				HOW LONG?
CITY:	PROVINCE:	POSTAL CODE:		

### EXPERIENCE

LIST PAST SQUADRONS IF ANY:

Were you ever convicted of a criminal offence (in Canada or elsewhere) that has not been pardoned or has had the pardon revoked, or of any offence of a nature that affects or could be seen as affecting your suitability to work as a volunteer?

YES NO

I certify that the above information is true and correct. I authorize the Air Cadet League of Canada and its Provincial Committees to obtain information from any individual prescribed by law as well as from any police department. I understand that the Air Cadet League of Canada, after due process of consideration and review, reserves the right to accept or decline my services. If accepted as a volunteer, I recognize the safety and well-being of cadets as my foremost responsibility. I agree to notify the Squadron Sponsoring Committee Chairperson of any change in status, including charges or criminal offence convictions, while a volunteer of the Air Cadet League of Canada.

To continue to qualify as a volunteer, you must complete and sign this application. Omission of any information requested in this application may constitute grounds for non-acceptance. All information provided will be kept strictly confidential at the Provincial and National League offices. Once completed, information from this form will be included in a national database and may be shared with the other components of the Canadian Cadet Organization.

**SIGNATURE OF MEMBER/VOLUNTEER:** \_\_\_\_\_

CHAIRPERSON'S OR DESIGNATED PERSON'S RECOMMENDATION:

**Recommended**

**Not Recommended**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**NOTE: The SSC Chairperson is responsible for immediately reporting any act of discreditable conduct or criminal offences by volunteers to the Provincial Screening and Registration Coordinator.**

**CURRENT ORIGINAL PRC/VSS MUST ACCOMPANY THIS FORM**

### RESULT OF THE VERIFICATION (TO BE COMPLETED BY PRSC ONLY)

Verification: PRC/VSS Credit Report (if required)  
After verification and according to the information receive, this volunteer is:  
**Recommended Not Recommended**

Information was transmitted to ACL NRSC on: \_\_\_\_\_ Approved? YES NO

Squadron/volunteer was notified of results on: \_\_\_\_\_

SCREENING CARD INFORMATION: Date joined: \_\_\_\_\_ Member ID Number: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_





# The Air Cadet League of Canada Squadron

## Trip Driver's Log Book

DRIVER'S COPY

Date: \_\_\_\_\_ Activity / Location: \_\_\_\_\_

Driver's Name: \_\_\_\_\_

License Number: \_\_\_\_\_ (retain copy in log book)

Insurance Company / Policy No: \_\_\_\_\_  
(Retain copy in log book)

I agree to be supervised by a military officer or civilian instructor of the cadet unit for which I am volunteering:

\_\_\_\_\_

Driver's Signature

I authorize the above named individual to drive cadets in support of the authorized activity listed above.

\_\_\_\_\_

Commanding Officer's / Designate's Signature

CO's COPY

Date: \_\_\_\_\_ Activity / Location: \_\_\_\_\_

Driver's Name: \_\_\_\_\_

License Number: \_\_\_\_\_ (retain copy in log book)

Insurance Company / Policy No: \_\_\_\_\_  
(retain copy in log book)

I agree to be supervised by a military officer or civilian instructor of the cadet unit for which I am volunteering:

\_\_\_\_\_

Driver's Signature

I authorize the above named individual to drive cadets in support of the authorized activity listed above.

\_\_\_\_\_

Commanding Officer's / Designate's Signature

## Appendix 1: Offences

**MAJOR OFFENSES**

Persons convicted of any of the following offences are unsuitable for any position within the Air Cadet League of Canada:

a. Sexual offenses, public morals and disorderly conduct to include, any offence listed in the attached schedules enclosed in attached Annex H of the Criminal Records Act;

Note: where a person has received a pardon for any of the aforementioned offences, the procedures set out in this Screening and Registration Handbook are to apply so the circumstances are considered.

b. Offences against the person and reputation, to include:

- i. Criminal Negligence Causing Death;
- ii. Homicide;
- iii. Murder;
- iv. Attempted murder;
- v. Manslaughter;
- vi. Aggravated assault;
- vii. Assault with a weapon;
- viii. Kidnapping, hostage taking and abduction;
- ix. Hate propaganda;
- x. Robbery; and
- xi. Break and enter

c. Offences under the Controlled Drugs and Substances Act, to include:

- i. Trafficking in substance;
- ii. Importing and exporting;
- iii. Production; and
- iv. Proceeds of crime.

**MINOR OFFENSES**

Persons convicted of minor or non-violent offences may be considered for membership in the Air Cadet League of Canada. If a 'reasonable' person would understand the offence(s) to be minor in nature, then depending on the answers to the interview questions, the criminal record may be deemed to be non-significant. Suggested examples of minor or non-violent offences: (See attached Annex I for Screening Tolerance Guidelines).

a. Offences against the Rights of Property and Wilful and Forbidden Acts in respect of certain policy:

- i. Theft under \$5,000 (e.g. shoplifting);
- ii. Possession of stolen property;
- iii. Failure to appear;
- iv. Failure to comply with a deposition;
- v. Mischief; and
- vi. Disturbing the peace.

**SPECIAL PROVISIONS OF THE CRIMINAL CODE.**

Section 750 (2)&(3) of the Criminal Code states that no person convicted of an offence under Section 121 (Frauds on the Government), section 124 (Selling or Purchasing Office), Section 418 (Selling Defective Stores to Her Majesty) or Section 380 (Defrauds the public) has, after that conviction, the capacity to contract with Her Majesty or to receive any benefits under a contract between Her Majesty and any other person or to hold office under Her Majesty or considered for membership at any level of the Air Cadet League of Canada unless a pardon has been granted.

## Annex H

### Criminal Records Act Excerpts

1. The contents of this Annex H are excerpts from the Criminal Records Act (current to 2012-12-10) and are provided for information only. In the event of conflicting information or opinions, the most recent version of the Act shall be applicable. The Act can be found on the Justice Canada website at the following address: <Http://laws.justice.gc.ca/en/C-47/FullText.html>

#### SCHEDULE 1

(Section 4 and subsection 6.3(9))

##### 1. Offences

(a) under the following provisions of the Criminal Code:

- (i) section 151 (sexual interference with a person under 16),
- (ii) section 152 (invitation to a person under 16 to sexual touching),
- (iii) section 153 (sexual exploitation of a person 16 or more but under 18),
- (iv) subsection 160(3) (bestiality in the presence of a person under 16 or inciting a person under 16 to commit bestiality),
- (v) section 163.1 (child pornography),
- (vi) section 170 (parent or guardian procuring sexual activity),
- (vii) section 171 (householder permitting sexual activity),
- (vii.1) paragraph 171.1(1)(a) (making sexually explicit material available to child under 18 for purposes of listed offences),
- (vii.2) paragraph 171.1(1)(b) (making sexually explicit material available to child under 16 for purposes of listed offences),
- (vii.3) paragraph 171.1(1)(c) (making sexually explicit material available to child under 14 for purposes of listed offences),
- (viii) section 172 (corrupting children),
- (ix) section 172.1 (luring a child),
- (ix.1) paragraph 172.2(1)(a) (agreement or arrangement — listed sexual offence against child under 18),
- (ix.2) paragraph 172.2(1)(b) (agreement or arrangement — listed sexual offence against child under 16),
- (ix.3) paragraph 172.2(1)(c) (agreement or arrangement — listed sexual offence against child under 14),
- (x) subsection 173(2) (exposure),
- (xi) subsection 212(2) (living on avails of prostitution of a person under 18),
- (xii) subsection 212(2.1) (aggravated offence — living on avails of prostitution of a person under 18),
- (xiii) subsection 212(4) (obtain, or attempt to obtain, sexual services of a person under 18),
- (xiv) paragraph 273.3(1)(a) (removal of child under 16 from Canada for purposes of listed offences),
- (xv) paragraph 273.3(1)(b) (removal of child 16 or more but under 18 from Canada for purpose of listed offence),
- (xvi) paragraph 273.3(1)(c) (removal of child under 18 from Canada for purposes of listed offences),
- (xvii) paragraph 348(1)(a) with respect to breaking and entering a place with intent to commit in that place an indictable offence listed in any of subparagraphs (i) to (xvi), and
- (xviii) paragraph 348(1)(b) with respect to breaking and entering a place and committing in that place an indictable offence listed in any of subparagraphs (i) to (xvi);

(b) under the following provisions of the Criminal Code, R.S.C. 1970, c. C-34, as that Act read before January 1, 1988:

- (i) section 166 (parent or guardian procuring defilement), and
- (ii) section 167 (householder permitting defilement);

(c) that are referred to in paragraph (a) and that are punishable under section 130 of the National Defence Act;

(d) that are referred to in paragraph (b) and that are punishable under section 120 of the National Defence Act, R.S.C. 1970, c. N-4; and

(e) of attempt or conspiracy to commit an offence referred to in any of paragraphs (a) to (d).

## 2. Offences

(a) involving a child under the following provisions of the Criminal Code:

- (i) section 153.1 (sexual exploitation of a person with a disability),
- (ii) section 155 (incest),
- (iii) section 162 (voyeurism),
- (iv) paragraph 163(1)(a) (obscene materials),
- (v) paragraph 163(2)(a) (obscene materials),
- (vi) section 168 (mailing obscene matter),
- (vii) subsection 173(1) (indecent acts),
- (viii) section 271 (sexual assault),
- (ix) subsection 272(1) and paragraph 272(2)(a) (sexual assault with firearm),
- (x) subsection 272(1) and paragraph 272(2)(b) (sexual assault other than with firearm),
- (xi) section 273 (aggravated sexual assault),
- (xii) paragraph 348(1)(a) with respect to breaking and entering a place with intent to commit in that place an indictable offence listed in any of subparagraphs (i) to (xi), and
- (xiii) paragraph 348(1)(b) with respect to breaking and entering a place and committing in that place an

indictable offence listed in any of subparagraphs (i) to (xi);

(b) involving a child under the following provisions of the Criminal Code, R.S.C. 1970, c. C-34, as that Act read before January 1, 1988:

- (i) section 153 (sexual intercourse with stepdaughter, etc., or female employee), and
- (ii) section 157 (gross indecency);

(c) involving a child under the following provisions of the Criminal Code, R.S.C. 1970, c. C-34, as that Act read before January 4, 1983:

- (i) section 144 (rape),
- (ii) section 145 (attempt to commit rape),
- (iii) section 149 (indecent assault on female),
- (iv) section 156 (indecent assault on male),
- (v) section 245 (common assault), and
- (vi) subsection 246(1) (assault with intent to commit an indictable offence);

(d) that are referred to in paragraph (a) and that are punishable under section 130 of the National Defence Act;

(e) that are referred to in paragraph (b) or (c) and that are punishable under section 120 of the National Defence Act, R.S.C. 1970, c. N-4; and

(f) of attempt or conspiracy to commit an offence referred to in any of paragraphs (a) to (e).

## 3. Offences

(a) under the following provisions of the Criminal Code, R.S.C. 1970, c. C-34, as that Act read before January 1, 1988:

- (i) subsection 146(1) (sexual intercourse with a female under 14),
- (ii) subsection 146(2) (sexual intercourse with a female 14 or more but under 16), and
- (iii) section 151 (seduction of a female 16 or more but under 18);

(b) that are referred to in paragraph (a) and that are punishable under section 120 of the National Defence Act, R.S.C. 1970, c. N-4; and

(c) of attempt or conspiracy to commit an offence referred to in paragraph (a) or (b).

2010, c. 5, s. 9.

## **SCHEDULE 2**

(Subsections 6.3(2) and (9))

1. Offences under the following provisions of the Criminal Code:

- (a) subsection 7(4.1) (sexual offence against a child by an act or omission outside Canada);
- (b) section 151 (sexual interference with a person under 16);
- (c) section 152 (invitation to a person under 16 to sexual touching);
- (d) section 153 (sexual exploitation of a person 16 or more but under 18);
- (e) section 153.1 (sexual exploitation of a person with a disability);
- (f) section 155 (incest);

- (g) section 159 (anal intercourse);
- (h) subsection 160(3) (bestiality in the presence of a person under 16 or inciting a person under 16 to commit bestiality);
- (i) paragraph 163(1)(a) (obscene materials);
- (j) paragraph 163(2)(a) (obscene materials);
- (k) section 163.1 (child pornography);
- (l) section 168 (mailing obscene matter);
- (m) section 170 (parent or guardian procuring sexual activity);
- (n) section 171 (householder permitting sexual activity);
- (o) section 172 (corrupting children);
- (p) section 173 (indecent acts);
- (q) subsection 212(2) (living on avails of prostitution of a person under 18);
- (r) subsection 212(2.1) (living on avails of prostitution of a person under 18);
- (s) subsection 212(4) (obtain, or attempt to obtain, sexual services of a person under 18);
- (t) section 271 (sexual assault);
- (u) subsection 272(1) and paragraph 272(2)(a) (sexual assault with firearm);
- (v) subsection 272(1) and paragraph 272(2)(b) (sexual assault other than with firearm);
- (w) section 273 (aggravated sexual assault);
- (x) paragraph 273.3(1)(a) (removal of child under 16 from Canada for purposes of listed offences);
- (y) paragraph 273.3(1)(b) (removal of child 16 or more but under 18 from Canada for purpose of listed offence);
- (z) paragraph 273.3(1)(c) (removal of child under 18 from Canada for purposes of listed offences);
- (z.1) section 280 (abduction of a person under 16);
- (z.2) section 281 (abduction of a person under 14);
- (z.3) paragraph 348(1)(a) with respect to breaking and entering a place with intent to commit in that place an indictable offence listed in this schedule;
- (z.4) paragraph 348(1)(b) with respect to breaking and entering a place and committing in that place an indictable offence listed in this schedule;
- (z.5) subsection 372(2) (indecent phone calls); and
- (z.6) section 463 with respect to an attempt to commit an offence listed in this section or with respect to being an accessory after the fact to the commission of an offence listed in this schedule.

2. Offences under the following provisions of the Criminal Code, R.S.C. 1970, c. C-34, as that Act read before January 1988:

- (a) subsection 146(1) (sexual intercourse with a female under 14);
- (b) subsection 146(2) (sexual intercourse with a female 14 or more but under 16);
- (c) section 151 (seduction of a female 16 or more but under 18);
- (d) section 153 (sexual intercourse with stepdaughter, etc., or female employee);
- (e) section 155 (buggery or bestiality);
- (f) section 157 (gross indecency);
- (g) section 166 (parent or guardian procuring defilement); and
- (h) section 167 (householder permitting defilement).

3. Offences under the following provisions of the Criminal Code, R.S.C. 1970, c. C-34, as that Act read before January 1983:

- (a) section 144 (rape);
- (b) section 145 (attempt to commit rape);
- (c) section 149 (indecent assault on female);
- (d) section 156 (indecent assault on male);
- (e) section 245 (common assault); and
- (f) subsection 246(1) (assault with intent to commit an indictable offence).

## **Annex I**

### **Screening Tolerance Guidelines**

1. For cases where evidence is received of a criminal conviction, other than those listed in paragraph 2, the member's application will be referred to the applicable Provincial/Territorial Committee, who in cooperation Air Cadet League of Canada, will evaluate the offences to determine if the member is fit to continue volunteering with the Air Cadet League of Canada.
2. Authority to review a member's file and make a determination as to whether or not the member is fit to continue working with the Air Cadet League of Canada is delegated to the applicable Provincial/Territorial Committee in the following instances:
  - a. Cases involving bad debts, leading to fraud charges, where it is shown that there is a single occurrence and the member has proven that it is in hand; and
  - b. Cases involving a single Impaired Driving conviction where the member has shown that he/she does not have a drinking problem.
3. Considering the negative impact that they will have on any youth organization, members whose PRC and VSS reports reveal offences that are listed Appendix 1 to Annex G, will be subject to an immediate review.
4. Any disclosure involving sexual misconduct or involvement with illicit drugs shall be referred to Air Cadet League of Canada National office through Provincial or Territorial Committee.
5. The following factors, among others may be considered, in determining if an applicant is fit to serve / continue serving with the Air Cadet League of Canada:
  - a. Has the member completed his or her sentence at least five years ago?
  - b. Did the member provide proof that a pardon for the offence has been requested?
  - c. Did the offence involve physical violence?
  - d. Did the offence involve acts of dishonesty?
  - e. Does the member have a positive employment history?
  - f. What was the member's attitude towards the offence?
  - g. What type of treatment, counseling or other services has the member received since the offence?
  - h. Were there any other steps taken to rehabilitate?
  - i. How many offences were involved and what is the likelihood they will be repeated?
  - j. Was alcohol or illegal drugs a factor in the commission of the offence?
  - k. To what degree did the member cooperate with the investigation?
  - l. What was the nature of offence and sentence?
  - m. What was the age of the member at the time of the offence and how much time has elapsed since the offence?
  - n. Was the offence committed while the member was involved in cadet activities?
  - o. Is the offence relevant to the member's duties?
  - p. Does the member have outstanding charges or prior convictions that indicate that they may pose a threat to cadets or other staff members?
  - q. Has the member made a false declaration?