



Screening Policy

22 November 2011

Background

The Carleton Heights Curling Club (CHCC) is a private, not-for-profit organization operated by a combination of volunteers, elected members serving in club executive positions and paid contractors. While the primary operations of CHCC are focused on providing an enjoyable curling experience for its adult members, the club also operates Junior Curling programs which, in certain circumstances, places volunteers in positions of trust with respect to junior curlers. In addition, normal operations of the club places certain members of the Executive and the Club Manager in positions of financial responsibility.

The purpose of this Screening Policy is to provide the guidelines and processes to be used by CHCC to screen volunteers, certain club Executives and the Club Manager for suitability with respect to the potential risks that exist with working with junior curlers or with handling of club funds.

The club does not have any programs directed at persons with disabilities, however, in future, should the club initiate such programs, then a vulnerability assessment should be done at that time to determine if and how persons involved in running such a program should be included within this policy.

Definitions

- “Curling Club” means the Carleton Heights Curling Club
- “Club Executive” means those persons who are elected by the club members at a legally constituted Annual General Meeting to oversee the operation of the club.
- “Club Manager” means that individual or corporate entity who is contracted by CHCC to provide services to the club including all day-to-day management of club operations other than on-ice operations.
- “Junior Curling” means all programs approved by CHCC involving Vulnerable Individuals, including Little Rocks, Bantam and Junior leagues and team participation in practices, bonspiels and other events outside the club where all team members are either Vulnerable Individuals or persons qualifying as Junior curlers under the rules of the Canadian Curling Association.
- “Volunteer” means any individual who provides a service or has any responsibility to provide a service with respect to the Junior Curling programs or who serves on the Club Executive.
- “Vulnerable Individual” means any person who is under 19 years of age and any person who is publicly or commonly considered to be a person with a disability.

Privacy Legislation and Policy

Notwithstanding any applicable Privacy Legislation and the CHCC Privacy Policy, any properly discharged screening process carried out in accordance with this Policy, is not considered an infringement of the applicable Privacy Legislation and the CHCC Privacy Policy.

Human Rights Legislation and Policy

Notwithstanding any applicable Human Rights Legislation, any properly discharged screening process carried out in accordance with this Policy, is not considered an infringement of the applicable Human Rights Legislation.

Personal Information

Any personal information, supplied by a Club Executive, Club Manager or Volunteer or gathered by CHCC, necessary for the operation of this Policy will be made available only to those individuals responsible for the operation of this Policy and any such information will not be released or retained by CHCC except as necessary for the operation of this Policy.

Risk Determination

An initial risk determination assessment of the CHCC operations was conducted by a sub-committee of the Club Executive in June 2006 (Attachment 1) and determined that the following positions are at sufficient risk as to require screening **prior to taking on their responsibilities**.

Positions involving financial risk:

Elected members of the Club Executive:

- President
- Vice-President
- Treasurer

Club Manager

Positions involving Vulnerable Individuals:

Any person involved in any capacity sanctioned by CHCC that is outside the weekly Junior Curling group programs. For clarity, this would include coaches or other Volunteers accompanying teams to bonspiels, practices or other events, including practices at CHCC at times outside the weekly Junior Curling group program.

Implementation of screening procedures for the Junior Program will begin as of September 1, 2006. Implementation of screening positions involving financial risk will vary due to CHCC Constitutional and contractual considerations and is addressed in Attachments 3 “Operational Procedures for Fiduciary Responsibilities”.

Position Descriptions

Position descriptions for members of the Club Executive subject to this policy are to be found in the CHCC Constitution, a document available to all club members upon request.

Position description for the Club Manager is incorporated within the services contract between CHCC and the Club Manager. This is a confidential document available to officers of CHCC and the Club Manager only.

Position descriptions for Volunteers with respect to the Junior Curling program are provided in the Operational Procedures for Junior Curling (Attachment 2).

Executive Accountability for Junior Curling

The President of CHCC will be accountable for the Junior Curling program with respect to implementation of this Policy and will, at a minimum, meet with the Junior Curling program co-ordinators and head coach at least twice a year, once at the start of the season to ensure new volunteers are being properly screened and again mid-season to ensure ongoing compliance.

Limitations Due to Nature of the Sport

Due to the nature of the sport, CHCC can only reasonably control the formation and coaching of teams that the Junior Curling program coordinators expressly approve of. (For example, the formation of competitive teams sanctioned by the program for participation in OCA and Branch events is subject to this policy). Formation of teams and entry into events where the entry is not approved by the Junior Curling program cannot reasonably be controlled by CHCC because teams may be formed by and entered by parents of the players, or in the case of some players being over the age of majority, by a player on team consisting of one or more players under the age of majority. Therefore, CHCC authorization for the formation of teams and entry into events is limited to teams with a formally designated coach, and/or team entry expressly approved by the appropriate Junior Curling program coordinator.

CHCC TAKES NO RESPONSIBILITY, INCLUDING BUT NOT LIMITED TO THE PROVISION OF COACHING OR ANY OTHER ADULT SUPERVISION, FOR ANY TEAMS ENTERING EVENTS WHERE THE TEAM ENTRY HAS NOT BEEN APPROVED BY THE JUNIOR CURLING PROGRAM COORDINATOR

In all instances where travel is required to an event, parents of the youth involved are solely responsible for the provision of transportation and CHCC accepts no responsibility for arrangement or provision of such travel.

The above paragraph or similar wording is to be included in the information package to be given to all parents of youth participating in the Junior Curling program at the start of each season.

Dealing With Negative Screening Reports

If a police records check identifies that a person has a criminal record, or if other checks identify potential concerns regarding an individual specific to their proposed position, then:

- a) If the person involved is being considered for the position of President, Vice-President, Treasurer or Club Manager, then, a three person committee consisting of the Past President and two of either the President, Vice-President, Secretary or Treasurer, will take the actions below:
 - i. Discuss it with the person to see if they wish to continue with the process,
 - ii. Determine if a more detailed police records check is required and if so to initiate this,
 - iii. Determine whether or not to accept the person for the given position.
- b) If the person involved is being considered for a position with respect to the Junior Curling program, then, a three person committee consisting of the club President and two of either the head coach, junior program co-ordinator or little rocks co-ordinator will:
 - i. Discuss it with the person to see if they wish to continue with the process,
 - ii. Determine if a more detailed police records check is required and if so to initiate this,
 - iii. Determine whether or not to accept the person for the given position.

Consideration will be given in the following areas:

- a. The nature of the offence for which the applicant was convicted (details including how long ago it took place)
- b. Relevance to the position (is it a bona fide requirement because of the nature of the position)
- c. Efforts made at rehabilitation (if any)
- d. Achievements of the applicant since receiving the conviction

If a decision is made to accept an applicant with a criminal record, the police check information is returned to the applicant. The decision and the discussion will be documented. No additional information other than the fact that a check was done is recorded.

If an applicant is not accepted because of the information received from the police check, he/she is told why and the information is returned to the applicant. The decision and the discussion will be documented.

Costs

Direct costs, if any, for obtaining police records checks will be covered by CHCC.

Policy Revision

It is understood that from time to time there may be changes made to the position descriptions of the Club Executive, contractors and Volunteers, or that new programs may be added involving vulnerable individuals. This Screening Policy is to be revisited whenever such actions occur in order to assess if any changes have occurred with respect to the risk associated with the positions and if so, to add or remove the positions from inclusion under this policy.

CHCC Screening Policy

Attachment 1 **Initial Risk Assessment**

A review of the CHCC operations was undertaken by a sub-committee of the Club Executive in June 2006 to determine which positions were exposed to financial or Vulnerable Individual risks sufficient to warrant falling under the CHCC Screening Policy. The following are the results of that assessment.

1. Financial Responsibilities:
 - a. Under the CHCC Constitution and services contracts, the only persons with the ability to sign cheques, access the CHCC bank account(s) and financial instruments, and / or commit CHCC to contractual obligations are the:
 - i. President
 - ii. Vice-President
 - iii. Treasurer
 - iv. Club Manager
 - b. All other members of the Club Executive, including the ice chair and the house chair, may make recommendations to the Club Executive regarding incurring certain expenditures and may make recommendations regarding the letting of contracts, however, they are not authorized to make any commitments on behalf of the club. Therefore, any Club Executive, other than those noted above, need not be subject to this Policy.
 - c. Individual leagues may maintain small funds collected from league members for purposes such as paying for social events. The size of these funds are not considered significant enough to have the treasurers of the individual leagues fall under the screening policy. One exception is the Junior Curling program, where funds can become significant enough to warrant inclusion of the Volunteer responsible for the funds to fall under the Screening Policy, however, this is addressed under the Junior Curling program (Attachment 2).
 - d. CHCC has two primary contractors, the Club Manager and the Ice Technician. Only the Club Manager has signing authority. The Ice Technician may recommend, through the Ice Chair, that certain expenses be incurred and may recommend certain contractors but has no authority to make commitments on behalf of CHCC and thus need not be subject to this Policy.
 - e. Bar staff are employees of the Club Manager and the Club Manager is responsible for their actions while in his/her employ. Bar staff have access to cash register funds and as such pose a moderate financial risk. CHCC may wish to make the screening criteria for new bar staff the subject of future Club Manager contracts.

2. Junior Curling Program

The Junior Curling program is run by Volunteers who may not be members of CHCC. The program has implemented a mandatory training session for all Volunteers where a coaches code of ethics for the program are explained and accepted, including the rule of never having a Volunteer in a one-on-one situation with a Vulnerable Individual. The following positions were evaluated with respect to risk (position descriptions are provided in Attachment 2). Those positions which are considered to be high or very high risk are to be subject to this Policy.

a. Head Coach

The Head Coach is responsible, among other things, for periodic coaching of teams, for acting as a team coach for teams going to provincial, national or international events requiring certified coaching above the level of certification of their own team coach. The Head Coach also manages funds for the Junior Program.

This position is considered to be a high risk position.

b. Junior Co-ordinator

The Junior Co-ordinator is responsible, among other things, for the Sunday Junior program, coaching teams in external bonspiels, for assisting in team practices and for conducting screening of Volunteer program coaches and team coaches. The Junior Co-ordinator also manages funds for the Junior Program. This is considered to be a high risk position.

c. Little Rocks Co-ordinator

The Little Rocks Co-ordinator is responsible, among other things, for the Sunday Little Rocks program, coaching teams in external bonspiels, for conducting screening of Volunteer program coaches and team coaches. The Little Rocks Co-ordinator also manages funds for the Little Rocks Program. This position is considered to be a high risk position.

d. Competitive Team Coach

Competitive team coaches hold practices outside the weekly Junior Curling program and accompany their teams to external bonspiels and events that may involve extended travel and overnight stays.

This is considered to be a very high risk position.

e. Guest Coach

Competitive teams may, from time-to-time, have a guest coach attend a practice at the invitation of a team coach. In this situation, if the team coach is present, then this is considered to be a low risk position, however, if the team coach is not present, then this is considered to be a high risk position.

f. Junior Curling program Instructors

The weekly Junior Curling program relies on a number of Volunteer instructors. Due to the large number of participants on the ice and the significant presence of parents in the building at all times, this is considered to be a low risk position.

CHCC Screening Policy

Attachment 2 **Operational Procedures for Junior Curling**

Screening of the Head Coach and Program Co-ordinators

Screening of the Head Coach, Junior program co-ordinator and Little Rocks program co-ordinator is to be initiated by the Club President. Volunteers in each of these positions must have:

- a valid Police Records Check dated no earlier than 13 months prior to the start of the season

In addition, new Volunteers for these positions (ie: Volunteers who were not Volunteers in any one of these three positions in the previous year) will require three satisfactory references with at least two references from parents with youth in the programs.

Screening of Team Coaches, Guest Coaches, other Volunteers

Screening of team coaches or any other volunteers or guest coaches who will be working with Vulnerable Individuals outside the weekly Junior Curling programs is to be initiated by the respective Junior or Little Rocks co-ordinator. Prior to a Volunteer taking a team to a bonspiel, practice or other event outside the normal weekly Junior Curling programs, the Volunteer must have:

- a valid Police Records Check dated no earlier than 13 months prior to the start of the season
- parental / curler acceptance of the coach, dated no earlier than 1 month prior to the start of the season and signed by the parents or legal guardians of all players on the team, except in the case of players who have reached the age of majority, where the acceptance may be signed by them personally, and
- signed acceptance of CHCC's Junior Curling program Coaches' Code of Ethics.

In no circumstance will a competitive junior CHCC team be authorized to attend practices, bonspiels or other events outside the normal weekly Junior Curling programs unless they are accompanied by a coach or volunteer who satisfies all of the above criteria to the satisfaction of the program coordinator and/or head coach.

Junior Curling Position Descriptions

Position: Curling Club Head Coach

Risk area: Vulnerable members, Financial

Risk Level: High Risk Position

Responsible To: Club Executive

Goals: Assist club league coordinators to improve level of curling within club play
Assist competitive team coaches to improve their level of curling in competitive bonspiels and representative play
Improve and maintain a line of communication between the Club coaching staff, parents and club executive

Activities: Attend Club Executive meetings (regularly)
Attend by invitation, meetings as organized by the Club or League Coordinators
Attend by invitation OVCA Junior meetings

Responsibilities:

Organize club-wide curling clinics throughout the year
Organize coaches' meetings to review club policies and practices
Organize instruction courses as needed for coaching staff
Manage club instructional resource funds with assistance of Jr. Co-ordinator.
Periodically attend team practices to assist team coach and to evaluate coaching methods
Familiarity with Club policies pertaining to representative teams
Must read and sign CHCC Screening Policy Junior Curling Coaches' Code of Ethics
Ensure proper registration of curlers for competitive teams
Control of portion of pro shop profits for team finances, including separate accounts managed by the Club Treasurer on behalf of the Junior Curling program.
Other related duties as assigned by the club

Boundaries/ Never alone with a player

Limitations: Role Model-no drugs/alcohol/smoking or use of abusive or profane language at practices/games/bonspiels
Appropriately dressed
Embraces Club values and principles
Adherence to Club/OCA/CCA policies

Qualifications:

At least a Level II NCCP certification or NCCP Certified Competition Coach
Preferably first aid, CPR, and defibrillator qualified
Experience in financial matters and organized sport is an asset
Minimum age requirement 21+
Awareness/experience in making group travel/accommodation arrangements an asset
Current valid police check

Position: Curling Club Junior Co-ordinator

Risk area: Vulnerable members, Financial

Risk Level: High Risk Position

Responsible To: Club Executive, Club Head Coach

Goals: Introduce curling to youths, ages 12 to 20
Improve their level of play
Promote the sport of curling within the club and the community
Improve and maintain a line of communication between the Club coaching staff, parents and club executive

Activities: Attend by invitation Club Executive meetings
Attend meetings as organized by the Club Head Coach
Attend OVCA Junior symposiums
Attend Club AGM
Assist Club Head Coach in achieving his/her goals
Supports OVCA Junior Superspiel at the club

Responsibilities:
Organize Sunday afternoon Junior Program curling sessions
Arrange for suitably qualified instructors for Junior Program
Recommend to Head Coach instruction courses for coaching staff
Teach the curlers the rules of the game
Teach the curlers the etiquette of curling
Engage Junior Program parents to assist in non-curling functions
Solicit parents to become instructors
Inform parents of club policies/practices as they pertain to junior curlers
Ensure curlers are informed of scheduled Sunday dates
Arrange for holiday and year-end parties
Arrange, manage and run an annual youth Bonspiel
Familiarity with Club policies pertaining to representative teams
Must read and sign CHCC Screening Policy Junior Curling Coaches' Code of Ethics
Ensure proper registration of curlers for Junior Program
Control of Junior Program registration funds
Other related duties as assigned by the club

Boundaries/ Never alone with a player

Limitations: Role Model-no drugs/alcohol/smoking or use of abusive or profane language at practices/games/bonspiels - appropriately dressed
Embraces Club values and principles
Adherence to Club/OCA/CCA policies

Qualifications:
At least a Level I NCCP certification or NCCP Club Instructor certification
Preferably first aid, CPR, and defibrillator qualified
Experience in financial matters and organized sport is an asset
Minimum age requirement 21+
Current valid police check

Position: Curling Club Little Rock Co-ordinator

Risk area: Vulnerable members, Financial

Risk Level: High Risk Position

Responsible To: Club Executive, Club Head Coach

Goals: Introduce curling to youths, ages 7 to 12
Improve their level of play
Promote the sport of curling within the club and the community
Improve and maintain a line of communication between the Club coaching staff, parents and club executive

Activities: Attend by invitation Club Executive meetings
Attend meetings as organized by the Club Head Coach
Attend OVCA Junior symposiums
Attend Club AGM
Assist Club Head Coach in achieving his/her goals

Responsibilities:
Organize Sunday afternoon Little Rock Program curling sessions
Arrange for suitably qualified instructors for Little Rock Program
Recommend to Head Coach instruction courses for coaching staff
Teach the curlers the rules of the game
Teach the curlers the etiquette of curling
Engage Little Rock Program parents to assist in non-curling functions,
Solicit parents to become instructors
Inform parents of club policies/practices as they pertain to Little Rockers
Ensure parents are informed of scheduled Sunday dates
Arrange for holiday and year-end parties
Familiarity with Club policies pertaining to representative teams
Must read and sign CHCC Screening Policy Junior Curling Coaches' Code of Ethics
Ensure proper registration of curlers for Little Rock Program
Control of Little Rock Program registration funds
Other related duties as assigned by the club

Boundaries/ Never alone with a player

Limitations: Role Model-no drugs/alcohol/smoking or use of abusive or profane language at practices/games/bonspiels – appropriately dressed
Embraces Club values and principles
Adherence to Club/OCA/CCA policies

Qualifications:
At least a Level I NCCP certification or NCCP Club Instructor certification
Preferably first aid, CPR, and defibrillator qualified
Experience in financial matters and organized sport is an asset
Minimum age requirement 21+
Current valid police check

Position: Team Coach
Risk area: Vulnerable members, Financial
Risk Level: Very High Risk Position
Responsible To: Club Head Coach and/or Junior Co-ordinator

Goals: Introduce competitive curling to youths, ages 12 to 20
Improve their level of competitive play

Activities: Attend meetings as organized by the Club Head Coach
Assist Club Head Coach in achieving his/her goals
Assist Junior or Little Rock Co-ordinator during Sunday sessions

Responsibilities:

Organize team practices according to a year-long practice plan
Arrange for suitably qualified coaches to assist periodically at practices
Attend bonspiels and competitions with team
Teach the competitors the rules of the game
Teach the competitors the etiquette of curling
Manage team funds collected from team members, their parents or as a result of their winnings.
Solicit a team parent to become a Team Manager
Engage team parents to assist in non-curling functions
Inform parents of club policies/practices as they pertain to competitive curlers
Familiarity with Club policies pertaining to representative teams
Must read and sign CHCC Screening Policy Junior Curling Coaches' Code of Ethics
Ensure proper registration of players for Junior Program
Control of competitive funds dispersed by Head Coach or the club
Other related duties as assigned by the club

Boundaries/ Never alone with a player

Limitations: Role Model-no drugs/alcohol/smoking or use of abusive or profane language at practices/games/bonspiels – appropriately dressed
Embraces Club values and principles
Adherence to Club/OCA/CCA policies

Qualifications:

At least a Level I NCCP certification or NCCP Certified Competitive Coach
Preferably first aid
Experience in financial matters and organized sport is an asset
Minimum age requirement-18
Current valid police check
Approval from team member parents/guardians

Position:	Instructor
Risk area:	Vulnerable members
Risk Level:	Low Risk Position
Responsible To:	Club Head Coach, Junior or Little Rock Co-ordinator
Goals:	To introduce curling to youths, ages 7 to 20 To improve their level of play
Activities:	Attend meetings as organized by the Club Head Coach Assist Club Head Coach in achieving his/her goals Assist Junior or Little Rock Co-ordinator during Sunday sessions
Responsibilities:	Instruct at Sunday afternoon Junior/Little Rock Programs Maintain up-to-date instructional coaching skills Teach the curlers the rules of the game Teach the curlers the etiquette of curling Familiarity with Club policies Must read and sign CHCC Screening Policy Junior Curling Coaches' Code of Ethics Other related duties as assigned by the club
Boundaries/	Never alone with a player
Limitations:	Role Model-no drugs/alcohol/smoking or use of abusive or profane language at practices/games/bonspiels Appropriately dressed Embraces Club values and principles Adherence to Club/OCA/CCA policies
Qualifications:	At least a Level I NCCP certification or NCCP Club Instructor certification Preferably first aid Experience in financial matters and organized sport is an asset Minimum age requirement-16

**CHCC Screening Policy
Junior Curling
Coaches' Code of Ethics**

The undersigned agrees with the following CHCC Coaches' Code of Ethics:

Principle	Standards of Behaviour Expected of Coaches
Physical safety and health of athletes	<ul style="list-style-type: none"> • Ensure that training or competition site is safe at all times • Be prepared to act quickly and appropriately in case of emergency • Avoid placing athletes in situations presenting unnecessary risk of that are beyond their level • Strive to preserve the present and future health and well being of athletes
Coaching responsibility	<ul style="list-style-type: none"> • Make wise use of the authority of the position and make decisions in the interest of athletes • Foster self-esteem among athletes • Avoid deriving personal advantage for a situation or decision • Know one's limitations in terms of knowledge and skills when making decisions, giving instructions or taking action • Honour commitments, word given, and agreed objectives • Maintain confidentiality and privacy of personal information and use it appropriately
Integrity in relations with others	<ul style="list-style-type: none"> • Avoid situations that may affect objectivity or impartiality of coaching duties • Abstain from all behaviours considered to be harassment or inappropriate relations with an athlete • Always ensure decisions are taken equitably
Respect	<ul style="list-style-type: none"> • Ensure that everyone is treated equally, regardless of athletic potential, race, sex, language, religion, or age • Preserve the dignity of each person in interacting with others • Respect the principles, rules, and policies in force
Honouring sport	<ul style="list-style-type: none"> • Strictly observe and ensure observance of all regulations • Aim to compete fairly • Maintain dignity in all circumstances and exercise self-control • Respect officials and accept their decisions without questioning their integrity

Coach: _____ Signature: _____ Date: _____

Carleton Heights Curling Club

Junior Curling

Acceptance of Team Coach

The undersigned:

- Understand that the team coach's responsibilities include, among other things, and attending practices, bonspiels and competitions with the team.
- Understand that the coach named below has signed the CHCC Coaches' Code of Ethics which includes, among other things, a commitment never to be alone with a player.
- Agree that _____ shall act as team coach for the players listed below for the 20_ - 20_ curling season.

Player's Name	Name of Parent / Legal Guardian*	Signature of Parent / Legal Guardian (or player if 19 years of age or older)	Date

* if the player is 19 years of age or older the name of parent/legal guardian is not required

Carleton Heights Curling Club

Junior Curling

Volunteer Information Form

Name: _____

Address: _____

Phone (home): _____

Phone (work): _____

Position: Head Coach €
 Junior Program co-ordinator €
 Little Rocks Program co-ordinator €

Please provide three references, at least two of which have youth in the CHCC Junior Curling program.

Name	Home Number	Work Number	Relationship

The undersigned authorizes representatives of the Carleton Heights Curling Club to contact the above named references with regard to the undersigned's suitability for the position volunteered for.

Signature of Volunteer

Date

Carleton Heights Curling Club

**Junior Curling
Reference Check Form**

Volunteer Name: _____

	Reference #1	Reference #2	Reference #3
Name of Reference			
How long have you known the applicant?			
In what capacity?			
What is his/her relationship with youth?			
How well does the applicant work with youth?			
Would you be willing to have this person work with your own child?			
Is there anything we should be aware of in accepting this person?			
Interviewer comments			
Interviewed by:			
Date of interview:			

CHCC Screening Policy

Attachment 3

Operational Procedures for Financial Positions

Club Manager Position

The Club Manager will be required to provide a valid police records check as a condition of signing a services contract. Club Manager contracts are generally of 2 years duration, thus the PRC needs to be redone at least every two years. This aspect of the Screening Policy will come into force May 1, 2008.

If a new Club Manager is contracted to provide services, normal business reference checks will be required attesting not only to the Club Manager's ability to perform the job but also with respect to their honesty, integrity and reliability.

President and Vice-President Positions

The normal course of operations requires that the Vice-President serve one year as vice-president, the following year as President and the year thereafter as Past President. It is the responsibility of the Past President to recruit nominees to stand for election to the post of Vice-President for the coming year. In unusual circumstances where the Vice-President is unable to serve as President the following year, it may be necessary to recruit nominees to stand for election to the post of President.

The Vice-President must have a valid police records check, preferably before the Annual General Meeting, or if this is not possible, as soon as possible after election at an Annual General Meeting and will not be entitled to signing authority until this requirement has been completed.

If the President served the previous year as Vice-President then there is no need to renew their police records check, however, if the President is newly elected to the position, or serving a second consecutive term as President then a police records check is required before signing authority is granted.

Since this Policy potentially provides certain members of the Club Executive with the right to deny a member the right to serve as Vice-President or President after the member has been duly elected to the position, a change to the CHCC Constitution is required to provide for this. Therefore, this aspect of the Screening Policy will come into force May 1, 2007.

Treasurer Position

The treasurer position is elected annually at the Annual General Meeting, however, in practice, the person filling this position has generally held the position for a number of consecutive terms. Therefore, a valid police records check will be required from the Treasurer upon accepting to serve an initial term as Treasurer and at the start of every second year thereafter for as long as they remain in the position.

In recruiting a new volunteer for this position, reference checks should be conducted with references attesting not only to the ability of the person to perform the position but also to

Version: 22 November 2011

the honesty and integrity of the volunteer with respect to their handling of significant funds.

Since this Policy potentially provides certain members of the Club Executive with the right to deny a member the right to serve as Treasurer after the member has been duly elected to the position, a change to the CHCC Constitution is required to provide for this. Therefore, this aspect of the Screening Policy will come into force May 1, 2007.