



Ottawa Pacers Speed Skating Club Policy for Volunteering with Vulnerable People

A Police Check Form is required:

For every volunteer or employee of Ottawa Pacers Speed Skating Club (OPSSC) who at anytime could be expected, in the performance of their duties, to be alone with any vulnerable person who is a member of the OPSSC for any length of time. This includes employees, coaches, on or off ice assistants/volunteers, Board Members, and any and all who are appointed or selected in any manner or at any level within then OPSSC.

The OPSSC club defines a vulnerable person or individuals as a class of persons who, because of their age, a 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 persons in a position of authority or trust relative to them (for example: children, disabled or elderly).

Procedures to Acquire the Proper Documentation:

1. Volunteers will be provided blank Police Check Form and Club Volunteer Letter.
2. It is the responsibility of the applicant to fill in all forms and surrender them to their local police station.
3. The completed and verified Police Check Form must be returned to the club by the volunteer.
4. The Forms will verified by the Board of Directors designee (Club Secretary and Vice-President) and the results and date will be recorded within a restricted and secured site. All responses will be kept in strict confidence.
5. A satisfactory report from the Background Records Search will result in that individual being *eligible* to be a volunteer/employee of OPSSC.
6. A negative report from the Background Records Search will result in that individual being *ineligible* to be a volunteer/employee of OPSSC.
7. Should any individual refuse to participate or intentionally falsify information will not be eligible to be a volunteer.

NOTE: Police Check **must** be renewed every TWO years. **No exceptions** will be permitted.