

# SCOUTS CANADA STANDARD OPERATING PROCEDURES

## SECTION 3000 – MEMBERSHIP AND REGISTRATION

### 3000 – MEMBERSHIP AND REGISTRATION

Scouting is a worldwide, multicultural movement. We welcome people to membership regardless of gender, race, culture, religious belief, sexual orientation or economic circumstances.

#### **3000.1 – Prospective Member:**

An individual who has indicated an interest in becoming a member of Scouts Canada by filling out an enquiry form or an application for membership but has not yet been accepted for membership.

#### **3000.2 – Registered Member – Youth:**

A youth, as defined by By-Law No. 2, Article I – General, b. Definitions (10), who meets the conditions of an ordinary member (By-Law No. 2, Article II – Members (1)) and is confirmed in the Scouts Canada Membership Management System (MMS) as an active member.

#### **3000.2(i) – Registered Member – Adult Rover:**

A person 18-26 years of age who meets the conditions of an ordinary member (By-Law No. 2, Article II – Members (1)), is a program participant only and is confirmed in the Scouts Canada Membership Management System (MMS) as an active member.

Because of the Duty of Care that goes with being a Leader, Rovers acting in a Leadership capacity on a regular basis register as a “Registered Member – Adult” must complete the full screening process. Rovers registering in this way can adjust their Member Profile in MMS to show that they are also a participant in a Rover Crew.

#### **3000.3 – Registered Member – Adult:**

A person 18 years of age or older who meets the conditions of an ordinary member (By-law No. 2, Article II – Members (1)), is fully screened and is confirmed in the Scouts Canada Membership Management System (MMS) as an active member. **Note: Exception.** For the purposes of the Bylaw, and youth participation on the Board of Governors, “Youth” has been extended to include a person who is under 27 years of age as of September 1 of the year in question.

#### **3000.4 – Registered Member Term:**

From 1 September to 31 August of the current Scouting year, e.g. current Scouting year 1 September 2004 to 31 August 2005. A youth or adult may register at any time during the year; however, all registrations expire on 31 August of the year the registration was for.

#### **3000.5 – Registration Process New Youth:**

The applicant must complete Scouts Canada's Application for Youth Membership. This form can be obtained by accessing the website at [www.scouts.ca](http://www.scouts.ca), local Scout offices or the local Scouting Group. The completed form must be signed by the parent/guardian if the applicant is under 18 years of age. If 18 years or older, the applicant signs. The completed form, along with the current membership fee, is submitted to the Registrar of the local Group. The information is then entered into the Scouts Canada Membership Management System by the Group Registrar or sent directly to the Scouts Canada National Processing Center for entry into the system.

The applicant is confirmed as a registered member when the applicant's information is in the system and the applicant confirmed as active.

### **3000.6 – Registration Process New Adults:**

The applicant (18 years or older) must complete Scouts Canada's Application for Membership and Appointment of Adults. This form can be obtained by accessing the website at [www.scouts.ca](http://www.scouts.ca), local Scout offices or the local Scouting Group. All Adults must be fully screened as per Section 3001 before they can be confirmed as registered members. Once the applicant's information from the application form has been entered into the Membership Management System, the Group Commissioner will be advised that the applicant is now ready to be screened.

The Group Commissioner or designate will now complete the Screening Process using the Volunteer Screening Checklist available on the website – [www.scouts.ca](http://www.scouts.ca). A Police Record Check will also be requested as per local Council procedures.

Once a clean Police Record Check is received and the Volunteer Screening Checklist is completed and signed off by the Group Commissioner and Council Executive Director, the further information is entered into the system, and the applicant is confirmed as an active registered member.

### **3000.7 – Renewals – Youth and Adult:**

Those members who have a user ID and password may access their registration information on the Membership Management System, make any corrections or updates, confirm their renewal, print the completed form and return it to the local Group Registrar with the appropriate membership fee.

If the member cannot access the Membership Management System, they can be provided with the preprinted application form by the Group Registrar, make the necessary corrections and updates and the Group Registrar will enter the renewal information into the Membership Management System and renew the membership.

**Please note: Police Record Checks must be renewed every 3 years. The Membership Management System will not allow the registration of an adult whose PRC has expired.**

## **3001 – SCREENING OF ADULT VOLUNTEERS:**

### **3001.1 – Screening Process for Registered Adult Members:**

#### **(i) - Steps to Becoming a Scouts Canada Registered Adult Volunteer Member:**

Scouts Canada requires that all applicants for adult membership in Scouts Canada be screened in accordance with the following five-step screening process before they can be registered adult members.

##### **1. Application:**

All adults applying to become registered adult members must complete a Scouts Canada "Application for Membership and Appointment of Adults" form. Signing the application constitutes a personal commitment to the Mission and Principles and adherence to the Policies and Procedures of Scouts Canada. Job descriptions that emphasize Scouts Canada's commitment to the safety and protection of members and the safekeeping of resources will be provided to applicants.

##### **2. Interview:**

Each adult volunteer applicant will be interviewed in accordance with Scouts Canada interview guidelines that are set out in detail in Scouts Canada's Volunteer Recruitment and Development Procedures. The following minimum standards will be followed:

- (a) the confidentiality of all applicants will be respected
- (b) there will be at least two interviewers present at the screening interview
- (c) a review of the acceptability of the job description by the applicant
- (d) a determination whether this person is acceptable to work with youth
- (e) councils are responsible for ensuring the secure storage of records of interviews, reference checks and Police Record Checks (PRC's).

##### **3. Reference Checks:**

All adult volunteer applicants must provide Scouts Canada with three character references. The interviewers will contact each of the references and record the information received. The interviewers will then conduct such further inquiries as may be **reasonably necessary**.

##### **4. Police Record Checks (PRC's):**

PRC's are mandatory for all applicants; a Vulnerable sector check ("VS") must be part of this PRC process. Further, all applicants must present a clean PRC before they can assume a leadership position in the section. Police Record Checks must be renewed every three years. Scouts Canada reserves the right to conduct or request a Police Service Bureau Record Check for any volunteer at any time. A clean PRC means:

- (a) no criminal record as defined by the "Criminal Records Act";
- (b) no pardon(s) for a sexual offence as set out in the recent amendments of the "Criminal Records Act";
- (c) no outstanding criminal charge(s);
- (d) no order(s) made in the interest of safety under the criminal code which would

- restrict the applicants access to, weapons, firearms, explosives or other prohibitions;
- (e) no contact, access or behaviour restriction(s) with any person; or
  - (f) no order(s) made under the child protection legislation which is intended to restrict the applicant/members access to children.

### **Specific Cases:**

1. An existing volunteer whose PRC with VS from their time with us as a volunteer is about to lapse will be allowed to continue in their role interacting with youth if they have requested a new PRC and are waiting for the results.
2. In the case of a new volunteer who has a PRC that includes the VS: Scouts Canada will recognize valid PRCs obtained in the context of other volunteer activities as long as they have been conducted within the last 3 years. A new request for PRC with VS must be processed for these individuals as soon as they join Scouts and they may work as volunteers with youth while awaiting the results.
3. In the case of a new volunteer who does not have a recent PRC that includes VSS: the current policy continues, and he or she must wait for completion of a full PRC (including VSS) before being granted membership as a volunteer and permitted to work with youth.
4. In the case of a Scouter-in-Training who is turning 18: where the volunteer has requested a PRC upon turning 18 but is waiting for the results, that volunteer will be allowed to continue interacting with youth/minors pending the completion of the PRC.

### **Exceptions to clean PRC's:**

A PRC Review Committee has been established to review those PRC's submitted by prospective adult members that reflect one of the following categories of offences and subject to the conditions outlined below, to determine if the prospective adult member is acceptable to the organization. All such requests must be forwarded to the National Office, through the Council Commissioner, for review and possible approval by the PRC Review Committee.

### **Exempted Categories:**

- **Driving offences – driving while impaired, refuse to provide sample and dangerous driving.**
- **Property offences – theft or fraud under \$5,000.00**
- **Drug possession offences – specifically limited to personal use of marijuana and to instances where the individual was 25 years of age or younger at the time of the offence.**

**Or as determined by the Review Committee upon submission of the complete details from the Council Commissioner or Council Executive Director.**

**Conditions:**

- The conviction must be at least seven years old.
- There was no period of incarceration involved.
- There can only be one exemption/offence per candidate.
- The candidate must deliver proof that a pardon for the offence has been requested, along with proof of payment for such pardon. The candidate must then submit a “clean” PRC, to be forwarded to the PRC Review Committee within 24 months.

**Note:** In the case of an individual applicant’s PRC reflecting a Driving Offence as the sole exemption, the Council Commissioner, in consultation with the Council Executive Director, has the authority to accept the PRC subject to notification to the PRC Review Committee and submission of all necessary documentation which includes proof of pardon application and payment for same and a copy of the PRC which clearly shows the applicable charge and disposition of same.

**5. Approval by Council Executive Director:**

All new adult members must be approved for membership by a Council Executive Director who must take the appropriate measures to ensure the new adult has been properly screened. The CED’s signature must appear on all new adult application forms signifying the process has been properly completed.

**3001.2 – Screening Level Required for all Adult Volunteers:**

Steps to follow:

- (i) Determine adult category.
- (ii) Determine activity type.
- (iii) Proceed with appropriate screening process as outlined in the following Screening Level Chart.

**SCREENING LEVEL CHART**

<b>Adult Category</b>	<b><u>Parent/Guardian</u></b>	<b><u>Volunteer Helper/Resource Person</u></b>		<b><u>Scouter</u></b>
	<b>Definition:</b> A non-registered adult accompanying their registered child/youth.	<b>Definition:</b> A non-registered adult or parent/guardian NOT accompanying their child/youth, recruited to provide assistance for a specific event, or additional assistance to the registered Scouters; e.g.. Camp cook, assist with a craft or activity during a regular meeting, assist in fundraising, assist with projects or activities at a camp or outing.  <b>NOTE:</b> Rovers assisting other sections on an occasional basis fit this category.		<b>Definition:</b> A registered adult.
<b>Activity Type</b>	<b>All Activities</b>	<b>Day event</b>	<b>Overnight</b>	<b>All Activities</b>

<b>Screening Process</b>	Discussion of expectations.	Discussion of expectations.	Orientation to the role and expectations (job description if available).	Successful completion of all 5 steps of the Screening Process.
	Introduction of individual to youth, including their role.	Introduction of individual to youth, including their role.	Personal Reference Checks (3).	Orientation (job description if available).
	Duty of Care review.	Duty of Care review.	Clean current Police Records Check as verified by Group Committee Chair/ Group Commissioner.	Duty of Care review.
	It is understood that the Parent/Guardian's primary responsibility lies with their own child. That said, it is acceptable for the Parent/Guardian to provide occasional assistance with meals/ activities, etc. provided they do so while under the supervision of two registered Scouters.	The Volunteer Helper/ Resource Person must be under the supervision of two registered Scouters at all times.	Duty of Care review.	Parent's Guide to Preventing Child Abuse.
			Introduction of individual to youth, including their role.	Introduction of individual to youth, including their role.
			Further development as required.	Further development as required.
			Evaluation of Performance.	Evaluation of Performance.

### 3002 – OTHER REGISTRATIONS:

#### 3002.1 – B.P. Guild Members:

Guild Members who wish to register as adult members of Scouts Canada follow the same process as for Adult Membership Registrations, including the volunteer Screening Process.

They pay a fixed membership fee equal to the national membership fee that is set annually. This fee covers membership in Scouts Canada, a subscription to the *Canadian Leader Magazine* and Scouts Canada's insurance coverage.

#### 3002.2 – Registration for Overseas Groups/Sections/Individuals:

Before an "offshore" Group can be established, and registrations take place, a number of conditions must be met:

- The Scout Association in that country must agree to let Scouts Canada proceed. Usually they stipulate that the Group must be restricted to Canadians or foreign nationals and not accept the country's citizens as members.
- There should be a sponsoring Group such as a school, corporation, embassy or at least a committee of parents to oversee the Group and ensure a place to meet.
- There needs to be a nucleus of trained leaders available to deliver the youth programs. One or two should be planning to stay in the country for a year or more to provide some continuity.
- Once approved, the Group would register directly with the National Office through International Services. Youth and leaders registered with Scouts Canada pay the national annual membership fee and national liability insurance premium. Scouts Canada's indemnity insurance does not cover Groups outside of Canada.

- Overseas groups are strongly encouraged to obtain their own General Liability and Accident/Sickness insurance relating to their own operations and/or activities.
- Leaders must undergo the screening program, including a Police Record Check.

Offshore Groups may use the mail order service at our Scout Shop to obtain books, badges and other items to support the program.

Because of the distances involved, little direct service can be provided but servicing is always possible through telephone, fax, e-mail and mail. A *Leader Magazine* subscription will be sent to each registered leader.

Registrations begin in the fall and the fee applies to the fiscal year September 1 to August 31.

**Note: All contact is through the National Office, International Services.**

### **3003 – TRANSFERS**

There are three types of transfers:

- Transfers within a Group (e.g. Beaver swims up to Cubs).
- Transfers from one Group to another with the same Council.
- Transfers from a Group located in another Council.

Transfers within a Group can be handled by the Group Registrar as per Scouts Canada's Membership Management System Groups Users Guide, Section on Transfers. Transfers from one Group to another must be handled by the Council office concerned as per the Scouts Canada Membership Management Council Users Guide, Section on Transfers.