



Air Cadet League of Canada
Provincial & Territorial
Screening & Registration Coordinator
Handbook

JANUARY 2023

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Introduction

This handbook has been produced to provide guidance and direction to the Provincial/Territorial Screening & Registration Coordinators (PSRC's) to carry out their duties. It is produced under the authority of the Chair of the National Screening & Registration Committee.

The handbook must be read in conjunction with:

- Group Order 5001-0 Supervision of Cadets
- Group Order 5010-0 Adult Screening
- The Air Cadet League of Canada Policy and Procedures manual (PPM)
- The SSC Screening & Registration Coordinator (SSRC) Handbook
- [Best Practice Guidelines for Screening Volunteers \(publicsafety.gc.ca\)](http://publicsafety.gc.ca)

A. Provincial/Territorial Screening Registration Coordinator

Overall Responsibilities

The Provincial/Territorial Screening Registration Coordinator (PSRC) will:

- Ensure all Provincial/Territorial Committee volunteers and paid staff are screened and registered.
- Ensure all Squadron Sponsoring Committees follow the National Screening and Registration Policies and Procedures.
- Enter all Volunteer Screening & Registration Information into the National Database where the data will be securely and digitally stored in perpetuity
- Ensure all paper and digital copies of Volunteer Screening & Registration Information are destroyed after the data is entered into the National Database
- Maintain regular communications with the Squadron Sponsoring Committee Screening and Registration Coordinator (SSRC) and provide advice, guidance and training as required.
- Maintain communication with the National Screening Manager

B. National Screening Manager

Overall Responsibilities

The National Screening Manager (NSM) will:

- Ensure all National Committee volunteers and paid staff are screened and registered by their home Provincial Committee
- Maintain and administer the National Screening and Registration database.
- Utilizing the National Database, monitor the provincial committees to ensure that screening policies and procedures are being followed.
- Maintain regular communications with the PSRC's and provide advice, guidance and training as required.
- Monitor the effectiveness of the Screening program with a view to streamlining and updating policies and procedures as required.
- Provide quarterly reports to the ACL Executive Director
- Retain files / information of any individual who has application been rejected in a separate file or section of the database.

Oversight

The National Screening Manager, in order to carry out her/his duties, will have access to the provincial/territorial files to review data and carry out various tasks and audits related to oversight of the National program. Utilizing the capabilities of the screening database, the NSM will develop processes and reports to ensure that the screening program is being carried out in accordance with the policies and procedures which have been approved by the ACL.

The National Office is responsible for safeguarding Provincial/territorial files. Volunteer contact information shall not be used by the National Office for fundraising purposes.

Review of Provincial Screening Procedures

- On a monthly basis, verify that screening is being carried out in each of the provinces.
- On a random basis select files from each province and review to ensure that all documentation has been completed.
- Ensure that documents contain the necessary approvals
- Ensure that renewals are being processed as required.
- Verify that each province is carrying out the necessary Squadron visits to ensure compliance with the screening program.
- Prepare a monthly report for the Executive Director summarizing the status of the screening program.

Review of National Office Screening Procedures

- Ensure that screening for national volunteers and national office staff has been initiated thru the applicable PC
- Ensure that renewals are being processed as required.
- Prepare a quarterly report for the Executive Director summarizing the status of the screening of National volunteers.

C. Screening and Registration Card

A National standardized screening card has been developed to be utilized by all Provincial/Territorial Committees. This card will contain a photo of the volunteer, his or her identity number and the ACL Crest.

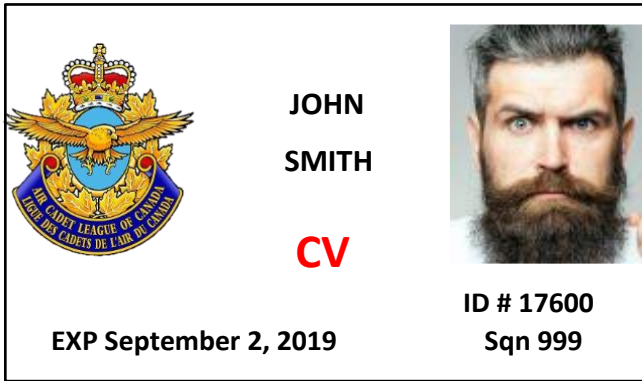
ACL policies dictate that ALL volunteers and paid staff of the ACL will be screened and registered and that all such persons will wear their Screening Cards in full view when attending ACL functions.

The ID card will have the same content for every province which will include the squadron number, the PTC identifier, or the word "National". The National Office will create the template and make it available in Sumac. Provinces can produce the card themselves or ask National to do it for them.

A card that has the red letters "CV" indicates that the volunteer has done a Vulnerable Sector Search. A card without the red letters "CV" means that only a Police Criminal Record Check or E-PIC was done.

The ID number shall be automatically generated by SUMAC. Old numbers and cards will be phased out as they expire.

Sample (front and back) of the card is shown below.



This card is issued by the authority of the National Air Cadet League of Canada and must be returned at expiration and/or termination of the volunteer status. Please report lost or stolen cards to our National Office at 1.877.422.6359.

Cette carte est émise sous l'autorité de la Ligue nationale des cadets de l'Air du Canada et doit être retournée à l'expiration ou à la cessation du statut de bénévole. Toute carte perdue ou volée doit être signalée au Siège national au 1.877.422.6359.

D. Screening & Registration Procedures

Screening a potential volunteer who applies directly to a Provincial Committee

This is the procedure to be followed for applicants who wish to volunteer with the ACL, Provincial Committee and have not had previous history or volunteer experience with the ACL, a Provincial Committee or a Squadron Sponsoring Committee. The procedures to become a provincial volunteer are listed below

1. Applicant must be recommended by a current volunteer of the ACL
2. Applicant will submit a resume
3. Applicant will complete the Screening and Registration form under the direction of PSRC. (Refer Appendix 1)
4. Applicant will undergo an interview process with the Provincial Nominating Committee (PNC)
5. The PNC will deliberate following the interview process and make a recommendation.
6. The PNC will either decline or offer the applicant the position based on the final outcome of the interview process.
7. A copy of the interview results will be provided to the PSRC
8. Applicant will provide a Police Record Check or E-PIC to accompany the one-page registration form. If the applicant is to work directly with cadets under the authority of the Squadron CO, screening will be in accordance with CAF Group Order 5010-0.
9. The PSRC will attach the Screening & Registration form along with the PNC's letter of recommendation and proceed with the completion of the screening & registration process based on the outcome of the interview process by the PNC.
10. The PSRC will enter the information in the National Database.
11. If approved, the card should then be forwarded to the Provincial Committee Chair, who will then send a welcome letter to the candidate along with the screening card.

Volunteering in two provinces

If a volunteer splits their time between two squadrons located in two different provinces, this volunteer will only need to be screened once. Their home province (where the volunteer lives) will handle their screening file and take care of the renewal.

National Board Members

National Board and Advisory Council members' screening files are handled by the National Screening Manager.

Paid Employees of the League

Paid employees of the League at the national and provincial levels also go through an abbreviated process as their interview was done during the hiring process and their employer will take care of the police record check. Screening files are handled by the employer – ie., the National or Provincial ED. They will still need to be registered and issued an ID card to be used at various events.

The Renewal Process

Each screened volunteer will be required to re-register every five years. Assuming that the individual has been active in the League during the term, he/she will be required to complete a renewal form (forms have been provided to each PSRC as well as the forms are available on the National website) and provide an updated Police Record Check or E-PIC and an appropriate photo.

The PSRC, on a regular basis, will provide the SSRC with a listing of all volunteers whose screening will expire within the ensuing three months. It is then up to the SSRC to review the list and obtain updated information on those volunteers who are still active. Once this information has been provided to the SSRC, the completed Renewal Form along with an updated photo are to be forwarded to the PSRC.

A new Screening & Registration card will be issued to the volunteer.

Break in Service

Rescreening a volunteer whose screening has expired will not require new interviews and reference checks, but will be required to complete a renewal form, provide an updated Police Record Check or E-PIC and an appropriate photo.

Resignation of a Volunteer – Provincial Level

If a person decides to withdraw his or her services as a volunteer, the Provincial Chair shall write a letter to the individual thanking them for their service. A copy of the letter shall be sent to the PSRC 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.

Termination of a Volunteer

If the PTC wishes to terminate a provincial/territorial league volunteer, the details for the termination must be supplied to the PSRC. The action to be taken shall be noted on the applicants file by the PSRC. Depending on the circumstances, it may be necessary to request the aid of legal counsel.

If a SSC wishes to terminate a volunteer, the details for the termination must be supplied to the SSRC and PSRC. The action to be taken shall be noted on the applicants file by the PSRC which includes the date and time the determination was made. Depending on the circumstances, it may be necessary to request the aid of legal counsel.

An RCSU may decide to terminate a Civilian Instructor or a Civilian Volunteer who has been previously screened by the ACL and will advise the provincial/territorial committee accordingly. The PSRC will update the database and attempt to retrieve the Screening Card from the individual.

Enhanced Police Information Check – E-PIC

On a regular basis, the PSRC will receive notifications from Sterling Backcheck of E-PIC's that have been applied for by various applicants.

Upon receipt, the PSRC must contact the SSRC and advise that the E-PIC has been completed and that the status is either "Clear or "Not Clear". This will facilitate completion of the application by the SSRC.

E. Review of Documentation

The PSRC will receive screening and registration applications from the various SSRC's under the following five steps. Determine which step applies to the application and process accordingly. Once that particular step has been finalized, proceed to "Completing the File"

Step 1 – Review Documents

If the application has been recommended by the SSC:

- Confirm that the documents are properly filled-in and complete.
- If everything is in order, complete the "Results of Verification", tick the approved box and sign on the appropriate line.
- Proceed to Step 2

If the PSRC has some concerns regarding the file:

- Contact the SSRC to discuss the file with a view to reaching a satisfactory conclusion.
- If everything is in order, complete the "Results of Verification", tick the approved box and sign on the appropriate line.
- If the SSRC has agreed that the application should not be approved, then tick the NOT approved box and sign on the appropriate line.
- Proceed to Step 2

If the application has NOT been recommended by the SSC.

- Confirm that the documents are properly filled in and complete. Confirm the SSC recommendation.
- If the PSRC disagrees with the recommendation, contact the SSRC to discuss the file with a view to reaching a satisfactory conclusion.
- Once the PSRC has agreed with the recommendation, complete the "Results of Verification", tick the Approved or Not Approved box and sign on the appropriate line.
- Proceed to Step 2

Step 2 – Review Police Check

If the applicant has no convictions and has either been recommended or not recommended:

- Confirm that the documents are properly filled in and complete. Confirm the SSC recommendation.
- Complete the “Results of Verification”, tick the Approved or Not Approved box and sign on the appropriate line.
- Proceed to Step 3, Completing the File

If the applicant has any criminal conviction(s):

- Confirm that the documents are properly filled in and complete. Confirm the SSC recommendation.
- Review the file to determine the conviction for the applicant. Discuss the application with the SSRC and the NSM with particular reference to Appendix 3: Screening Tolerance Guidelines. Decide in conjunction with the SSRC and the NSM and indicate on the file as to whether the applicant is Approved or Not Approved.
- IF THE APPLICANT IS TO BE REJECTED ON THE BASIS OF A RECORD OF OFFENCE, THE FILE WILL BE SUBMITTED TO THE CHAIR OF THE NATIONAL SCREENING COMMITTEE FOR REVIEW PRIOR TO BEING REJECTED
- Once the PSRC has agreed with the recommendation, complete the “Results of Verification”, tick the Approved or Not Approved box and sign on the appropriate line.
- Proceed to Step 3, Completing the File

Step 3 - Completing the file

- Record the appropriate dates at the bottom of page 2 of the Application.
- The screening date shall be the date of the E-PIC.
- Enter the applicant’s data, including applications that were not approved, into the Screening and Registration database.
- Enter the applicant ID#, generated by the database in the appropriate box.
- Upload the documents into the Screening database for permanent storage
 - Ensure all documents are readable
 - Direct SSRC to destroy all paper copies
- Print the card, utilizing the database software instructions.
- If the applicant was Not Approved, NO card will be issued. Proceed to Step 5.

Step 4 - Printing the Card

- Specific print procedures are provided in the SUMAC Quick Start Guide.

Step 5 - Returning information to the SSRC

- If the final decision by the PSRC is to approve the candidate, a photo screening card will be forwarded to the SSRC by the PSRC for presentation to the new volunteer.
- If the decision is to Not Approve the applicant, then the PSRC and the SSRC shall determine the course of action to notify the applicant that his / her application was not approved. A screening card will NOT be issued.

F. Review of SSC Screening Procedures

It is important to establish a regular monitoring process to ensure that squadron Sponsoring Committees are adhering to the Screening and Registration policies and procedures. The following has been established to monitor compliance of the Screening and Registration Policy.

- Working in conjunction with the League Representatives, the PSRC will produce a checklist from the database program of screened individuals of a particular Squadron Sponsoring Committee and forward the checklist to the applicable League Representative.
- At the next visit to the squadron Sponsoring Committee the League Representative will compare the listing to those individuals in attendance at the LHQ. Working in conjunction with the SSRC, determine if there are any volunteers who are not wearing their screening card or any volunteers who have not been screened.
- The League Representative should not enforce any rules by requesting non-wearing or non-screened volunteers to leave the premises.
- The checklist should then be signed and dated by the League Representative and forwarded to the PSRC for follow up and further action.
- Upon receipt, the PSRC should follow up with the SSRC to rectify the items identified on the checklist.

G. National Screening Database

The National Screening and Registration program uses SUMAC and an FTP Server (File Transfer Protocol) to digitally store all information about volunteers with regards to screening and registration. These platforms are accessible by all Provincial/Territorial Committees and administered by the National Screening Manager (NSM). The Chair of the National Screening and Registration Committee is responsible for the overall administration of the screening program in Canada.

SUMAC and FTP are cloud-based. Instructions on how to use these are issued separately.

Each province/territory has a Provincial/Territorial Screening Registration Coordinator (PSRC) who will be inputting data into a segment of the National database only accessible by them and the NSM. Each PSRC will be assigned a unique User ID and password which will allow them to access only the data relevant to their province or territory.

Squadron Sponsoring Committee Screening Registration Coordinator (SSRC) will upload screening and registration forms to PRSCs, via secure FTP or forward via registered mail/courier for upload into the National database.

National Database Information

FTP

Scanned copies of registration forms and police record checks will be combined and saved as a PDF and uploaded into the FTP. The “Volunteer PDF File” is named as follows:

LASTNAME.FIRSTNAME.DDMMYY

Where DDMMYY is the date of birth

SUMAC

A record in SUMAC can include much information many of which is not necessary for our purposes. The mandatory information that must be entered includes:

- Name, residential address, date of birth, email address, phone number
- Screening information
- PTC/Squadron number (to be entered in business address)
- “Volunteer PDF File” (digital copies of registration forms and police record checks)

H. 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 documents related to screening will be invaluable. As such, it is incumbent on the ACL to provide secure storage of these documents and to retain them on file permanently. With this in mind the following procedures have been established with respect to document storage.

Storage of documents on FTP server

- Current archives of screening documents on file with Provincial Committees will be uploaded to the FTP file server. Hard paper copies will NOT be retained at the provincial office or at the local level
- Specific procedures are provided in the FTP Quick Start Guide.

Storage of documents on Sumac

- A national database has been developed using Sumac to record all information related to the screening process. The database has the facility to upload photos and documents including the Application, Interview Form, Reference Check Forms, any additional notes along with a copy of the E-PIC/POLICE CHECK.

- Access to these files will be limited on a Provincial basis to the PSRC, the PC Chair, and the PC Executive Director.
- All files will be retained for the life of the organization.
- Specific procedures are provided in the Sumac Quick Start Guide.
- Once an applicant's file has been completed and all information and documentation uploaded into the database is confirmed readable, all paper copies of all documents must be destroyed.

The PSRC and SSRC must ensure that all paper copies are destroyed by shredding and/or burning.

I. Secure document transfer

- The ACL recognizes the importance of securing our volunteers' personal information. We therefore strongly recommend, when sending or receiving any digital files/documents to utilize the secure document transfer email option FTP File Server provides.
- Specific procedures are provided in the FTP Quick Start Guide.
- Additional security features such as VPN's, secure networks, two-factor authentication, etc... are also recommended.
- In the situation where the sender is unable to provide a digital copy of his screening documents and prefers/has to send the forms by mail or courier, the sender is required to send the files through a merchant where a tracking number can be obtained. (e.g. Canada Post, FedEx, Purolator, etc.)
- The sender is also required to provide appropriate packaging for the documents/files. (e.g. safety seal envelopes, lockable shipping container, ect.)
- If any screening files are lost in transit, the provincial/territorial office is required to keep detailed records of this shipment. This record should contain: sender's address, mailing address, name of postal/shipping company used, date item was sent, approximate time/date when item was lost, tracking number, tracking details, last confirmed location, etc.
- The postal/shipping company should be contacted in attempts to locate the item. Documentation of any interaction with the postal/shipping company should be kept, if any. (emails, screenshots of online chats between postal/shipping company and provincial/territorial office, etc.)

Conclusion

To maintain accuracy and consistency, this Handbook and accompanying forms may be updated periodically. To ensure the standardized application of the required screening and registration process across all levels of the League, no modifications to this Handbook or its' forms are to be made without prior approval of the Chair of the National Screening & Registration Committee.

Appendices

Appendix 1 – Forms

The fillable PDF forms utilized in the Screening Program are available on the ACL website. The following is a list of the forms available to the SSRC's.

Forms List
Screening Checklist
Applicant Information Letter
Applicant Application Form
Applicant Reference Check Form
Applicant Interview Form
Applicant Renewal Letter
Applicant Renewal Form
Volunteer Transfer Form
Vulnerable Sector Search Request

Appendix 2 - Terms and Definitions

These definitions are drawn from the ACL Bylaws and the Memorandum of Understanding (2016) signed by the ACL and the Department of National Defence.

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

BOG: Board of Governors. The governing council of the ACL.

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

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

CCM: Canadian Cadet Movement means everyone within all levels of the Canadian Forces, the Navy League, the Army Cadet League and the Air Cadet League who is involved, in any capacity, with Canadian Cadets.

CCO: Canadian Cadet Organization means the three Cadet organizations, under the control and supervision of the Canadian Forces, known as:

- the Royal Canadian Sea Cadets;
- the Royal Canadian Army Cadets; and
- the Royal Canadian Air Cadets

CF: 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".

E-P IC: The Enhanced Police Information Check is conducted by Sterling Talent Solutions and includes:

- Criminal Record Check (CRC) – a search of adult convictions held within the RCMP National Repository of Criminal Records.
- Local Police Information (LPI) – searches of additional conviction and selected non-conviction information which may be relevant within both national and local police data sources.
- Additional information that may be discovered through this in-depth search includes: Charges; Warrants; Peace Bonds; Prohibition Orders; Release Conditions; Probation Orders Summary Convictions; Recent Convictions not yet registered in the National Repository.

League: When capitalized, refers to the ACL. When pluralized (Leagues) it refers to any or all of the ACL, 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 (lawsuit), 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.

NSM: National Screening Manager. The staff person at the national level who is responsible for administering the Screening Program and providing guidance and direction to the PSRC's. In addition, this person is responsible for providing screening status reports to the Executive Director on a regular basis.

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 volunteers of the PC are screened and registered in accordance with ACL policy.

PSRC: Provincial Screening 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. This person is also responsible to ensure that the screening program, at the Sponsoring Committee level, is being administered in accordance with the Screening policies and procedures of the Air Cadet League.

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 volunteers of the SSC are screened and registered in accordance with ACL policy.

SSC Chair: The chairperson of the squadron sponsoring committee.

SSRC: Squadron Sponsoring Committee Screening 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 screened and registered in accordance with the national screening and registration policy.

VSV: Commonly referred to as a VSS which is a component of a Criminal Record Check which searches the registry of those person who have been convicted of a sexual offence but have received a Record Suspension, (formerly known as a pardon)

Appendix 3 - Screening Tolerance Guidelines

1. When reviewing an applicant's file to make a determination as to whether or not the applicant is fit to work or continue working with the ACL, if the file discloses a criminal conviction of any kind, whether pardoned or not, the NSM, in consultation with the applicable PSRC, will assess the offences.
2. The following factors, among others may be considered, in determining if an applicant is fit to serve / continue serving with the ACL:
 - a. What is the specific offence(s), was it an indictable offense, what was the minimum and/or maximum penalty for the offence at the time?
 - b. What was the sentence?
 - c. Has the applicant completed his or her sentence at least five years ago?
 - d. Did the applicant provide proof that a pardon for the offence has been requested? Was a pardon granted?
 - e. Did the offence involve physical violence?
 - f. Did the offence involve acts of dishonesty?
 - g. Does the applicant have a positive employment history?
 - h. What was the applicant's attitude towards the offence?
 - i. What type of treatment, counseling or other services has the applicant received since the offence?
 - j. Were there any other steps taken to rehabilitate?
 - k. How many offences were involved and what is the likelihood they will be repeated?
 - l. Was alcohol or illegal drugs a factor in the commission of the offence?
 - m. To what degree did the applicant cooperate with the investigation?
 - n. What was the age of the applicant at the time of the offence and how much time has elapsed since the offence?
 - o. Was the offence committed while the applicant was involved in cadet activities?
 - p. Is the offence relevant to the applicant's duties?
 - q. Does the applicant have outstanding charges or prior convictions that indicate that they may pose a threat to cadets or other staff applicants?
 - r. Has the applicant made a false declaration?

RECORD OF REVISIONS

No.	Date	Page(s)	Revision
1	18 Mar 20	11	Mandatory information in Sumac
2	18 Mar 20	5	Screening and Registration Card content
3	18 Mar 20	6	Volunteer in two provinces
4	18 Mar 20	6	National Board Members
5	18 Mar 20	6	Paid Employees of the League
6	1 Apr 20	several	Reflect that E-PIC or police check is acceptable.
7	1 Apr 20	several	Edit for internal consistency. Rearranged information.
8	1 Apr 20	4-5	National Screening Manager
9	1 Apr 20	14	Removed forms
10	17 Feb 21	6,10,11	See ROD 17 Feb 21
11	30 Aug 21	several	Substitute FTP for QNAP. Various changed to reflect new GP Order
12	Dec 2021	several	Clerical errors corrections
13	Jan 2022	several	Final review and corrections of clerical errors
14	Jan 2023	several	See ROD 20 Oct 22