



MSC 005: Policy - Criminal Record & Vulnerable Sector Check

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Purpose:

The purpose of this policy is to minimize the risk to the Moore Skating Club's participants through a criminal record check and vulnerable sector check, for all board members of the Moore Skating Club.

Scope:

This policy applies to all board members upon entry to the Moore Skating Club board of Directors.

Procedure and Application:

All prospective Board of Directors members must agree to participate in Moore Skating Club's Criminal Record & Vulnerable Sector Checks, if elected to the Board of Directors.

Upon joining the Board of Directors, all new members must complete the required check within 6 months.

For returning Board of Directors members, Criminal Record & Vulnerable Sector Checks are valid for five years.

Where circumstances warrant, and as approved by the Board of Directors of Moore Skating Club, Moore Skating Club reserves the right to repeat a criminal record check or vulnerable sector check.

If new/current volunteers of the Moore Skating Club refuse to give consent for a Criminal Record & Vulnerable Sector Check the position may be rescinded. If a police force refuses to conduct a vulnerable sector check for a particular position, the police should be asked to provide a written rationale for the refusal.

If both the Criminal Record Check and the Vulnerable Sector Check both return with clear results, then the member is clear to participate. Should the outcome of a background check be "unclear", the Moore Skating Club will address this on an individual basis.

Privacy:

All personal information collected during the course of conducting a criminal background check or vulnerable sector check will be accessed on a need to know basis, used solely for the purpose of conducting the background check(s), held in the strictest of confidence, when retained.

The Criminal Record Check and the Vulnerable Sector Check will be maintained for five years after a board member leaves the board for audit purposes.



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Cost:

The Criminal Record & Vulnerable Sector checks are free with a volunteer form signed by the president. If there is a cost associated with completing the Criminal Record & Vulnerable Sector checks please reach out to Moore Skating Club, for reimburse in full for the cost of the check(s) with proof of receipt.

Ongoing Criminal Disclosure Requirement:

Directors of Moore Skating Club are required to immediately disclose any change in their criminal status that may affect their suitability to serve as a director. A director who is charged with a criminal offence under any federal, provincial, or territorial law must notify the President of the Board, in writing, within twenty-four (24) hours of becoming aware of the charge. If the President is unavailable, or if the disclosure involves the President, notification shall instead be made to the Vice-President or Secretary of the Board.

Upon disclosure, the Board shall review the circumstances to determine whether any interim measures or further action are appropriate, consistent with our bylaws, applicable legislation, and principles of procedural fairness. Failure to disclose such charges in a timely manner may be considered grounds for disciplinary action, including suspension or removal from the Board where permitted by law and the Corporation's governing documents.

Review of Policy:

This Policy shall be reviewed by the Board of Directors at least every three (3) years, or sooner if required due to changes in legislation, financial conditions, or organizational circumstances.

Policy Approval:

Approved by the Board of Directors of the Moore Figure Skating Club on:

Date: June 15, 2026

President: _____

Secretary: _____

Approved On: February 2022

Revised On: June 2026

Approved by: MSC BOD