



Volunteers or Paid Personnel - Vulnerable Sector Screening Policy:

Screening practices can play a critical role for organizations in helping them fulfill their moral, legal, and ethical responsibility (**Duty of Care**) to provide a safe and secure environment for all their participants.

This obligation to Duty of Care can be accomplished through a screening process that identifies individuals that may be considered to be a risk to certain segments of society. In particular, pose a risk to **Vulnerable Sector Persons**.

PURPOSE

To provide a safe and secure environment for all Bruce Ski Club members, particularly those belonging to the vulnerable persons sector, by ensuring, to the fullest extent possible, that individuals that may pose a risk to vulnerable sector persons are excluded as volunteers or paid personnel.

PREAMBLE

The Value of Volunteers

The Bruce Ski Club recognizes the value of volunteer involvement in that it provides the Club with the skills, talents, and perspectives that are essential to its relevance, vitality, and sustainability. Volunteer involvement not only increases the Club's capacity to accomplish its goals, through programs and services that respond to the needs of the community, it also allows volunteers an opportunity to engage with and contribute to building that community.

Mandated Screening and Duty of Care

Cross Country Ski Ontario (XCSO) has mandated that it is the responsibility of any XCSO-registered clubs or other XCSO affiliated organizations to ensure appropriate screening, and that other protective mechanisms are in place to ensure the safety and security of vulnerable persons. This is in particular the case with respect to the engagement of volunteers or paid personnel into positions of trust, particularly where those positions involve care for vulnerable persons.

The Bruce Ski Club recognizes this responsibility and that the screening process has a role to play in exercising its Duty of Care.



Standard of Care

The degree of Duty of Care necessary to ensure safety and security of club members may vary according to the circumstances of each situation. For example, volunteers or paid personnel in positions of trust may not have access to vulnerable persons. To account for such circumstances Duty of Care may be exercised in various degrees, or Standards of Care.

These Standards of Care are defined on the basis of risk to vulnerable sector persons. It is therefore important when defining Standards of Care to analyze any associated risk in terms of the consequence to Vulnerable Sector Persons, and not just in terms of the probability occurrence.

For the purposes of this policy, and to be consistent with XCSO policy, the various Standards of Care will be applied to the following volunteer or paid personnel positions, such that a higher Standard of Care is required for a position of higher risk:

- “High-risk” positions
- “Medium-risk” positions
- “Low-risk” positions

Characteristics of “**High-Risk**” positions are those where the incumbents:

- are frequently alone with youth under the age of 18, or with other vulnerable sector participants;
- are in a position of trust over youth under the age of 18, or with other vulnerable sector participants;
- are in a position where they may travel out of town and away from parent/guardian supervision with youth under the age of 18, or with other vulnerable sector participants;
- are in a position where they may be operating a motor vehicle with youth under the age of 18, or with other vulnerable sector participants as passengers.

Characteristics of “**Medium-Risk**” positions include:

- all other incumbents in a position of trust whose roles involve regular contact with youth under the age of 18, or with other vulnerable sector participants.



Characteristics of “**Low-Risk**” positions are those where:

- Incumbents have minimal or no regular contact with youth under the age of 18, or with other vulnerable sector participants.

Defense in Depth

The protections provided within The Bruce Ski Club’s Standards of Care will follow a Defence in Depth philosophy such that multiple overlapping protection mechanisms are employed. These protections will include, but not be limited to: **Volunteer Disclosure Form**; **Police Vulnerable Sector Check (VSC)**; **Reference Checks** and **Personal Interviews**.

All Bruce Ski Club volunteers applying for “**Low Risk**” positions will be required to complete a **Volunteer Disclosure Form**. This Form will ask applicants to voluntarily complete a series of questions designed to disclose any personal history which might be inconsistent with regular contact with youth under the age of 18, or with other vulnerable sector participants.

All Bruce Ski Club volunteers applying for “**Medium Risk**” positions will be required to complete a **Volunteer Disclosure Form** and have completed a **Police Vulnerable Sector Check**. A Police Vulnerable Sector Check is a formal Police check of an applicant’s past for any history which might not be consistent with regular contact with youth under the age of 18, or with other vulnerable sector participants.

All Bruce Ski Club volunteers applying for “**High Risk**” positions will be required to complete a **Volunteer Disclosure Form**, have completed a **Police Vulnerable Sector Check**, supply **References** (at least 2), and undergo an **Interview Process**.

The Bruce Ski Club recognizes that behaviour inconsistent with the regular contact with youth under the age of 18, or with other vulnerable sector participants, may not have meet the standard to be included in a VSC, and will therefor employ Reference Checks and an Interview Process as a finial protection mechanism for volunteers applying for High Risk positions.

Confidentiality

The Bruce Ski Club recognizes that volunteers have rights and that the process of screening volunteers involves the creation of information and records that must remain private and confidential. All information gathered by The Bruce Ski Club in its screening process will be subject to The Bruce Ski Clubs Privacy and Confidentiality Policies.



References

This policy is adapted from Cross Country Ski Ontario's (XCSO) Screening Policy.

<https://xcskiontario.ca/about/policies/>,

and, Volunteer Canada's - The Canadian Code for Volunteer Involvement.

<https://volunteer.ca/index.php?MenuItemID=346>,

and, Volunteer Canada's – Hand Book for Screening.

<https://volunteer.ca/index.php?MenuItemID=337>.

POLICY

1. This Policy applies to all categories of membership within the Bruce Ski Club's Bylaws as well as all individuals employed by, or engaged in activities with, the Bruce Ski Club. Persons affected by this Policy include, but are not limited to, athletes, coaches, officials, volunteers, administrators, contract personnel, executive and board members of Bruce Ski Club.

Definitions

2. **Screening:** For the purposes of this policy Screening is defined as applying a series of multiple, redundant and overlapping protective mechanisms which minimize the potential exposure of vulnerable sector persons to individual's that may be deemed a risk to that sector.
3. **Vulnerable Person/Participant:** Volunteer Canada uses this term to denote individuals who have difficulty protecting themselves and are therefore at greater risk of harm. People may be vulnerable because of age, disability/ handicap or circumstances. Vulnerability may be a temporary or a permanent condition. This may include but is not limited to children, youth, senior citizens, people with physical, developmental, social, emotional or other disabilities.
4. **Vulnerable Sector Check:** The Royal Canadian Mounted Police (RCMP) provide information to police agencies from the Canadian Police Information Centre's database and administer the requests from police services for a Vulnerable Sector Check or Verification (VS Check, VSC, VSN). A Vulnerable Sector Check (VSC) is a form of enhanced police record check that has been created to protect the most vulnerable in society. The *Criminal Records Act* requires that a VSC be performed for "a paid or volunteer position" only when that "position is one of authority or trust relative to those children or vulnerable persons." A child means a person under the age of 18.
5. **Position of Trust:** A position of trust identifies a situation in which someone is placed in a position of authority over another person in an ongoing relationship. A position of trust implies that someone has some degree of power over another, that the



relationship is unequal. Individuals in positions of trust may be family members, friends, caregivers, volunteers or employees.

6. **In Loco Parentis:** Is Latin for "in the place of a parent". In Canadian law it can apply to various scenarios where a parent places a child in the care of another individual. The individual to which the child is entrusted assumes duties and responsibilities equivalent to that of a prudent parent, with respect to caring for the child. While in legal terms a Volunteer may not be subject to the doctrine of **In Loco Parentis**, the concept forms the basis for the legal responsibility that Volunteers (and organizations) do have with respect to providing a reasonable standard of care. This obligation is termed Duty of Care.
7. **Duty of Care:** Duty of care is a legal principle which identifies the obligations of individuals and organizations to take reasonable measure to care for and to protect their clients to an appropriate level or standard. If the clients are vulnerable, if they cannot protect, defend, or assert themselves, permanently or temporarily, because of age, disability, or circumstances, then that duty becomes more intense and the standard higher.
8. **Standard of Care:** Standard of care refers to the degree or level of service, attention, care, and protection that one owes another according to the law, usually the law of negligence. The required standard varies according to the circumstances of each situation.
9. **Risk:** For the purposes of this procedure risk will be defined as the product of the probability of an occurrence and the consequences of that occurrence. For example, an event with a low probability of occurrence and a very high consequence would be a high-risk event.
10. **Screening Disclosure Form:** For the purposes of this policy A Screening Disclosure Form will collect basic information – name, address – as well as any personal history which may present a risk to vulnerable persons.

General Policy Regarding Screening

11. All information gathered in any screening process carried out by The Bruce Ski Club will be subject to the principles outlined in The Bruce Ski Club's Privacy and Confidentiality Policies.
12. All information gathered for The Bruce Ski Club's screening process will be done so with prior consent.
13. All volunteers or paid personnel associated with the Bruce Ski Club subjected to the screening process will be informed as to what information is being collected and how it will be used.
14. All volunteers or paid personnel associated with the Bruce Ski Club subjected to the screening process will have full access to their own personnel information and the right to correct or dispute that information.



15. All volunteers or paid personnel associated with the Bruce Ski Club will be subjected to a screening process based the Standard of Care required for the position they wish to fill. See the **PREAMBLE/ Standard of Care** section of this policy for descriptions of the degrees of Standard of Care.

16. Volunteers or paid personnel seeking to fulfill “**Low-risk**” positions will be expected to complete a **Screening Disclosure Form**.

The disclosure of a conviction for any of the following Criminal Code offenses will be deemed to disqualify the applicant from a Volunteer Position with the Bruce Si Club:

- Any child pornography offences
- Any sexual offences
- Any offence of physical or psychological violence
- Any offence of assault
- Any offence involving trafficking of illegal drugs

The disclosure of inclusion on a sexual offender’s registry will be deemed to disqualify the applicant from a Volunteer Position with the Bruce Si Club.

Any other disclosure will be deemed to disqualify the applicant from a Volunteer Position with the Bruce Si Club at the discretion of the executive and board of the Bruce Ski Club.

17. Volunteers or paid personnel seeking to fulfill “**Medium-risk**” positions will be expected to complete a **Screening Disclosure Form** and possess a current Police **Vulnerable Sector Check** that is less than 5 years old. Any finding on a Police VSC suggesting the applicant is not suitable for work with Vulnerable Sector Persons will disqualify the applicant from a Volunteer Position with the Bruce Si Club.

18. Volunteers or paid personnel seeking to fulfill “**High-risk**” positions will be expected to complete a **Screening Disclosure Form**, possess a current Police **Vulnerable Sector Check** that is less than 5 years old, provide **Reference Checks** (at least 2) and undergo an **Interview** process. Any findings during the Reference Check and Interview Process that suggest the applicant is not suitable for work with Vulnerable Sector Persons will disqualify the applicant from a volunteer position with the Bruce Si Club.



19. The degrees of Standard of Care required for volunteers or paid positions with The Bruce Ski Club are defined in table 1 below:

<u>“Low-risk” Positions</u>	<u>“Medium-risk” Positions</u>	<u>“High-risk” Positions</u>
<ul style="list-style-type: none">• Screening Disclosure Form	<ul style="list-style-type: none">• Screening Disclosure Form• Vulnerable Sector Check*	<ul style="list-style-type: none">• Screening Disclosure Form• Vulnerable Sector Check*• Interview and Reference Checks
<ul style="list-style-type: none">• Executive and Board Members• Groomers• Trail Captains• Site Captains (facilities managers)		<ul style="list-style-type: none">• Coaches• Jackrabbit Leaders• Assistant Jackrabbit Leaders

Table 1 Degrees of Standard of Care

* VSC are not available to people under the age of 18. Volunteers under the age of 18 are excluded from this policy.

Application of Screening Policy

20. A sample Screening Disclosure Form is included for reference. Any adaptation of this sample Screening Disclosure Form for use in an online registration vehicle (such as zone 4) must include the questions on the sample Screening Disclosure Form. Any adapted form must also state why the information is being collected and how it will be used.
21. Bruce Ski Club Volunteers filling a position that requires a Vulnerable Sector Check will be provided with letter which explains that they need a VSC, and be provided a detailed description of the specific position they will be filling.
22. References checks will only be obtained after the consent of the applicant has been given. Instructions for performing References Checks are provided in the Resources section of this policy.
23. Bruce Ski Club volunteers or applicant volunteers requiring an interview will be provided, in advance, with a copy (or access to) the Bruce Ski Club’s Code of **Conduct for Volunteers**.



Exceptions

- 24. Junior* Jackrabbit Volunteers.
- 25. Junior* Race Volunteers.
- 26. Occasional Volunteers (i.e., Race Volunteers, Trail Maintenance Volunteers).

*under 18 years of age

Resources:

Web Resources.

The Canadian Centre for Child Protection. <https://www.protectchildren.ca/en/>

The Coaching Association of Canada, Safe Sport Tool Box. <https://safesport.coach.ca/toolbox>

The Canadian Code for Volunteer Involvement.
<http://www.volunteer.ca/index.php?MenuItemID=346>

Public Safety Canada. Best Practice Guidelines for Screening Volunteers.
<https://www.publicsafety.gc.ca/cnt/rsrscs/pblctns/bpg-scrng-vls/index-en.aspx>

Athletics Ontario, Safe Sport Policy Manual.
<http://athleticsontario.ca/wp-content/uploads/2020/10/AO-Safe-Sport-Policy-Manual.pdf>

Additional Resources.

The following Resources are provided to aid in the Screening of Volunteers for the Bruce Ski Club:

- A. Sample Screening Disclosure Form.
- B. How to Obtain a Vulnerable Sector Check.
- C. How to Collect References.
- D. Dos and Don'ts of Reference Checks.
- E. Sample Reference Check Release Form.
- F. Sample – Reference Check Script.
- G. How to Conduct an Interview.
- H. Tips for Interviews.
- I. Sample Interview Questions.
- J. Sample Screening Records Form.



A. Sample Screening Disclosure Form:



Bruce Ski Club Screening Disclosure Form

The Value of Volunteers

The Bruce Ski Club recognizes the value of volunteer involvement in that it provides the Club with the skills, talents, and perspectives that are essential to its relevance, vitality, and sustainability. Volunteer involvement not only increases the Club's capacity to accomplish its goals, through programs and services that respond to the needs of the community, it also allows volunteers an opportunity to engage with and contribute to building that community.

Why are we Collecting this Information?

Cross Country Ski Ontario (XCSO) has mandated that it is the responsibility of any XCSO-registered clubs or other XCSO affiliated organizations to ensure appropriate screening, and that other protective mechanisms are in place to ensure the safety and security of vulnerable persons. This is in particular the case with respect to the engagement of volunteers or paid personnel into positions of trust, particularly where those positions involve care for vulnerable persons.

For this reason, you are being asked to provide the following information.

Confidentiality

The Bruce Ski Club recognizes that volunteers have rights and that the process of screening volunteers involves the creation of information and records that must remain private and confidential. All information gathered by The Bruce Ski Club in its screening process will be subject to the Bruce Ski Club's Privacy and Confidentiality Policies.



CONTACT INFORMATION

NAME:

ADDRESS:

TELEPHONE:

EMAIL:

DATE OF BIRTH:

REQUIRED DISCLOSURE

1. Do you have any of the following criminal convictions for which a pardon has not been granted?

YES ☐ NO ☐

- Any child pornography offences
- Any sexual offences
- Any offence of physical or psychological violence
- Any offence of assault
- Any offence involving trafficking of illegal drugs

2. Is your name currently included on any Provincial Offence Registry?

YES ☐ NO ☐

If Yes,
Which Registry:



3. Have you ever been a respondent in a harassment or human rights complaint in any forum?

YES ☐ NO ☐

If Yes, Further Explanation, if Required:

4. Have you ever been refused admission to any professional organization or sporting organization?

YES ☐ NO ☐

If Yes,
Name of Organization:

Further Explanation:

5. Have you ever faced allegations of misconduct by any professional organization or sporting organization?

YES ☐ NO ☐

If Yes,
Name of Organization:

Further Explanation, if required:



6. Have you ever been suspended, disqualified, censured or otherwise disciplined as a member of any professional organization or sporting organization?

YES ☐ NO ☐

If Yes,
Name of Organization:

Further Explanation, if required:

I CERTIFY THAT THE ANSWERS PROVIDED ARE ACCURATE AND COMPLETE

SIGNATURE _____

DATE _____

B. How to Obtain a Vulnerable Sector Check:

In compliance with the Police Record Check Reform Act (PRCRA) and the Royal Canadian Mounted Police (RCMP) Ministerial Directive, there are three types of checks: Criminal Record Checks (CRC); Criminal Record and Judicial Matters Checks (CRJMC); and Vulnerable Sector Checks (VSC).

The VSC is an enhanced CRC in that it covers all aspects of a CRC and includes additional information pertinent to Vulnerable Sector Persons.

A VSC includes the following information as it exists at the time of the search:

- Criminal convictions from Canadian Police Information Centre (CPIC) and/or local databases;



- Findings of Guilt under the Youth Criminal Justice Act (YCJA) within the applicable disclosure period in accordance to the YCJA;
- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders;
- Absolute and conditional discharges for one or three years respectively;
- Disposition of Not Criminally Responsible by Reason of Mental Disorder; and/or,
- All record suspensions as authorized for release by the Minister of Public Safety and Emergency Preparedness.

A VSC must be completed by the police service of local jurisdiction where the applicant resides and for each agency the applicant is working or volunteering. It can be performed by any Municipal Police Agency, the OPP or by select Third-Party Vendors.

The OPP does not charge for checks for volunteer purposes, but should a Vulnerable Sector Check be urgent, a Municipal Police Agency or Third-Party Vendor may be able to provide a more expeditious process.

The forms and associated instructions for an OPP VSC can be accessed via the following link.

[OPP criminal record checks](#)

Using the OPP as an example: To obtain a VSC the applicant will complete the forms and take them to their local OPP detachment. The applicant will require, two original forms of identification, and at least one needs to be photo identification. Qualifying forms of identification are listed at the above link.

In order to have a VSC completed, the applicant must be 18 years of age or older and have a letter from the Bruce Ski Club which explains that they need a VSC. The applicant will also need to give a detailed description of the specific position they will be filling, as well as a hiring manager's (Volunteer Coordinator's) name and contact number. The applicant is required to include the Bruce Ski Club's letter when they submit their application.

Are fingerprints required for this check?

Recent changes in 2012 to the process have resulted in a significant number of males being required to obtain, at additional cost, fingerprints to validate their identity.

The reason for this is that a VSC is initially done based on the applicant's Name, Gender and Date of Birth (DOB). If this check is clear a second VSC is run using only the applicant's DOB. If an offender is identified with the same DOB as the applicant, the applicant is then mandated to submit their fingerprints to validate who they say they are.



The Police are precluded from saving fingerprints in civil collections such as this, with the end result that applicants can expect to re-submit their fingerprints each and every time they are requested to complete a VSC.

C. How to Collect References:

Ideally a reference is someone who has known the applicant in a supervisory role including a past employer, volunteer coordinator, teacher, professor, landlord, caseworker or a coach. If this isn't possible, for a volunteer position, you could also include references who are friends.

References can be obtained through telephone conversations and written reference letters, **but** only after **consent** from the applicant has been obtained.

D. Dos and Don'ts of Reference Checks

Do:

- Identify yourself and your organization.
- Verify that you are speaking to the person named as a reference.
- Tell the person that _____ (name of applicant) gave you permission to call for a reference and that you will keep the conversation confidential.
- Ask if this particular time is suitable and indicate how long the conversation will take.
- Explain what the applicant would be doing for your organization and the participant group they would be working with.
- Only request information related to the specific position to which the applicant is applying.
- Use a standardized reference check questionnaire ensures everyone is asked the same questions and, when completed, it can be kept on file.

Do Not:

- Do not proceed with reference checks until you have a signed release form.
- Don't make exceptions for anyone. If you've determined that the position requires reference checks, follow through on everyone.
- Do not accept one bad reference without validation through other resources. Do not reject the applicant based solely on one bad reference.



E. Sample Reference Check Release Form

I, _____, authorize (The Bruce Ski Club) to collect personal information appropriate to the position applied for concerning employment / volunteering history, and to verify the character references I have supplied.

I understand that the information obtained will be confidential but may be shared with relevant organizations in order to obtain an appropriate volunteer position.

Signature: _____

Date: _____

F. Sample – Reference Check Script

Hello, my name is _____, and I am calling on behalf of The Bruce Ski Club. _____ (Name of applicant) has applied to be a volunteer with us as a _____ (Position). Your name has been provided as a reference. Do you have a few minutes to answer some questions now?

1. How long have you known _____ (name of applicant)?
2. What is your relationship to _____ (name of applicant)?
3. It is important that our volunteers are reliable. Tell me about your experiences with _____ (name of applicant) in regard to reliability.
4. What are _____ (name of applicant)'s strengths and weaknesses in regard to working with children?
5. How would you feel about having _____ (name of applicant) work on a one-to-one basis with your child?
6. It is important to us that The Bruce Ski Club's volunteers are comfortable with being able to work independently with little supervision. What is your experience with _____ (name of applicant)'s ability to work independently?
7. Is there anything else you would like to tell me about _____ (name of applicant)?
8. Is there any reason you know of why _____ (name of applicant) would not be able to perform the duties necessary for this volunteer position?

G. How to Conduct an Interview:

For the purposes of this policy the interview constitutes the final Protection Mechanism for "High Risk" positions. As such it must assess the applicant's commitment to participating in,



and fulfillment of, the Bruce Ski Club's **Duty of Care** with respect providing a safe and secure environment for all its participants. Particularly vulnerable sector persons.

All information gathered in the interview process will be done so with prior consent, and the applicant will be informed that all information gathered in any interview will be subject the principles outlined in The Bruce Ski Club's Privacy and Confidentiality Policies.

H. Tips for Interviews:

- Establish a comfortable environment.
- Describe the position or assignment based on a written description.
- Explain the screening process.
- Review the Bruce Ski Club's Code of Volunteer Conduct with the applicant, if the applicant is not familiar with it.
- Have a standard set of questions that assess the applicant's ability/willingness to participate in fulfilling of the Bruce Ski Club's obligation to Duty of Care.
- Document the applicant's responses.

I. Sample Interview Questions:

Construct a standard set of questions that assess the applicant's knowledge of the following with respect to the Bruce Ski Club's obligation to Duty of Care.

- Vulnerable Person/Participant
- Position of Trust
- The doctrine of In Loco Parentis
- Duty of Care

See the **Definitions** section of this Screening Policy for descriptions of each.



J. Sample Screening Records Form:

Volunteer Applicant:

NAME:

ADDRESS:

TELEPHONE:

EMAIL:

VOLUNTEER POSITION APPLIED FOR:

Screening Disclosure Form Results:

1. Was a **Screening Disclosure Form Completed**?

YES ☐ NO ☐

Comments:

2. Was there anything disclosed on the **Screening Disclosure Form Completed** that would disqualify the applicant from the volunteer position sought.

YES ☐ NO ☐

Comments:



Vulnerable Sector Check Results:

3. Was a **Vulnerable Sector Check** Completed?

YES ☐ NO ☐ NA ☐

Comments:

4. Was there anything disclosed on the **Vulnerable Sector Check** that would disqualify the applicant from the volunteer position sought.

YES ☐ NO ☐

Comments:

Reference Check Results:

5. Have **Reference Checks** been completed?

YES ☐ NO ☐ NA ☐

Comments:

6. Was there anything disclosed on the **Reference Checks** that would disqualify the applicant from the volunteer position sought.

YES ☐ NO ☐

Comments:



Interview Results:

7. Has an **Interview** been completed?

YES ☐ NO ☐ NA ☐

Comments:

8. Was there anything disclosed during the **Interview** that would disqualify the applicant from the volunteer position sought.

YES ☐ NO ☐

Comments:



Abstract of Revisions:		
Date	Rev No.	Revision
May 29, 2021	Draft 06	<ul style="list-style-type: none"> Added Abstract of Revisions
		<ul style="list-style-type: none"> Added Dated Revised in Footer
		<ul style="list-style-type: none"> Pg. 1. Policy title changed from “Volunteers or Paid Personnel Screening Policy” to “Volunteers or Paid Personnel Vulnerable Sector Screening Policy”
		<ul style="list-style-type: none"> Pg. 3, 1st para. Removed.
		<ul style="list-style-type: none"> Pg. 3, 2nd last para. Added: “Reference checks (at least 2)”
		<ul style="list-style-type: none"> Pg. 6 item 16. Added: “The Disclosure of inclusion on a sexual offender’s registry will be deemed to disqualify the applicant from a Volunteer Position with the Bruce Si Club.” “Any other disclosure will be deemed to disqualify the applicant from a Volunteer Position with the Bruce Si Club at the discretion of the executive and board of the Bruce Ski Club.”
		<ul style="list-style-type: none"> Pg. 6 item 17 & 18. Changed: Current Police Vulnerable Sector Check that is less than 3 years old, to less than 5 years old.
		<ul style="list-style-type: none"> Pg. 6 item 18. Added: “Reference checks (at least 2)”
		<ul style="list-style-type: none"> Pg. 7 Table 1. Moved: Trail Captains and Site Captains (facilities managers) from Medium Risk category to Low Risk category. Removed: Race Volunteers and Occasional Volunteers from Low Risk category. Occasional Volunteers added to Exceptions and Race Volunteers and Trail Maintenance Volunteers listed as examples of Occasional Volunteers.
		<ul style="list-style-type: none"> Pg. 7 Table 1. Item 22. Removed: “Bruce Ski Club volunteers or applicant volunteers requiring a Vulnerable Sector Check are expected to acquire their Vulnerable Sector Check at their own expense.”
		<ul style="list-style-type: none"> Pg. 10 item 1 of sample screening disclosure form. Change: “Do you have any criminal convictions for which a pardon has not been granted?” to “Do you have any of the following criminal convictions for which a pardon has not been granted?” Add list and remove space for explanation.



Oct 4, 2021	Draft 07	<ul style="list-style-type: none">Define Junior Jackrabbit Volunteers and Junior Race Volunteers as under 18 years of age.
Oct 8, 2021	Draft 08	<ul style="list-style-type: none">Streamlined Volunteer Screening form to limit collection of personal information.
Nov 4, 2021	00	<ul style="list-style-type: none">Initial Issue for one year pilot run.