



POLICY 10.1

National Volunteer Registration Program

National Council Authorization: April 8, 2005
Last revised: January, 2009

PREAMBLE

1. This Policy has been harmonized with Cadet Administrative and Training Orders (CATO) 23-07 (Civilian Volunteers in Support of Cadet Duty), and certain articles of CATO 23-05 (Terms of Employment Civilian Instructors).
2. As a result of the Memorandum of Understanding signed on December 1, 2005 during the National Cadet Council (NCC) meeting between the Canadian Cadet Leagues and the Department of National Defence (DND). The Army Cadet League of Canada (ACLCL) assumed responsibility for recruiting, screening and managing all Civilian Volunteers in the Army Cadet Movement. This has since been amplified to the Canadian Forces (CF) by CATO 23-07.
3. The MOU describes the parameters under which the ACLCL will perform the "human resources" function for all Volunteers. The authority to appoint Volunteers is the National Office of the ACLCL. When a Volunteer is appointed, they shall be vested with status as a "Volunteer to the Crown" and will complete a Volunteer Agreement with DND (found at CATO 23-07 Annex "A"), go to http://www.cadets.ca/support/cato-oaic/intro_e.asp?cato=23-07 (As at January 2009 this link may be under review; access is available from www.cadets.ca / go: temporary access to former site / go: staff resources and tools / CATO). This status allows for additional coverage and benefits to a Volunteer in the unlikely case where they may find themselves named as a third party in a legal suit resulting from the performance of their duties. This indemnification by the Crown will be in addition to the existing insurance coverage provided by the ACLCL. These two types of coverage are designed to fully and completely protect Volunteers working with our cadets. It must be noted however, that this coverage is void, where an individual acts with criminal intent.
4. The Volunteer Screening Process was developed over several years in consultation with DND by an NCC Working Group that included both CF and ACLCL representation.
5. The level of care required by youth organizations defined by the Supreme Court of Canada as being "a level of care that would be exercised by a prudent parent". Branches of the ACLCL have been screening their volunteers to this level since 2002. The MOU provides for this system to be standardized across Canada with a central database and photo ID cards issued by the National Office.
6. Screened Volunteers, Civilian Instructors and serving members of the Cadet Instructor Cadre (CIC) who have been screened to a Vulnerability Sector Screening (VSS) level, are the only individuals that are permitted one on one contact with cadets who are on "cadet duty" as defined in the Queen's Regulations and Orders for the Canadian Cadet Organization (QR Cadets). All other



persons shall be treated as guests at a cadet corps. For further amplification of this, you may refer to Cadet Administrative and Training Order (CATO) 23-07 on Volunteers at:

http://www.cadets.ca/support/cato-oaic/intro_e.asp?cato=23-07

QR cadets can similarly be accessed at:

http://www.cadets.ca/support/or/qr_cdts_e.asp

CADET DUTY

7. Cadet duty is described in QRCadets, Article 1.02 “Definitions” as follows:

“ “cadet duty” includes

(a) Participation in, or attendance at, an authorized cadet activity or period of instruction; and

(b) proceeding to and returning from the place where a cadet activity or period of instruction is performed other than

(i) a parade,

(ii) a demonstration,

(iii) an exercise or other activity, or

(iv) a period of instruction, conducted at a local headquarters; ”

8. In other words, a cadet is not considered to be “on cadet duty” (ie: under the care of DND), until such time as he/she is delivered by their parent or guardian at the cadet activity, whether that be at the LHQ Headquarters (LHQ) or at a mall where, for instance, a tag day is in progress. However, the ACLC provides insurance coverage for cadets while proceeding from their homes directly to or from a cadet activity.

‘GRANDFATHERING’

9. Volunteers who were screened prior to 30 June 2006 under the ACLC system are considered to be satisfactorily screened and may apply for an ID card without having to submit to further screening. The applicants must complete the “Volunteer Registration Form” (Policy 10.1A) excluding Sections 3 (Military Service) and Section 4 (References). For this category of “Grandfathered” Volunteer, the expiry date of ID card will be five years from the date of the PRC that was submitted with the original screening. When the ID Card expires the Volunteer will have to re-register under the Policy 10.1 process.

THE SCREENING PROCESS

10. Volunteers applying after 01 July 2006, will follow a simple sequence of four steps that will fulfill the regulatory requirements for volunteers and ensure to the best of our ability that an



individual does not pose a risk to our cadets. The process relies on the LHQ level, where the Volunteer will work and where they are best known and best screened.

11. The four basic Screening steps are:

- The applicant has **an initial meeting** with the Sponsoring Committee Chair and the Commanding Officer of the Cadet Corps and is given the **Volunteer Registration Form** (attached to this policy as Annex "A"), including an introduction package. The Volunteer Registration Form lists all the documents that the Applicant must produce in order to initiate the screening process. The applicant will then assemble all the additional documents to complete the Application Process, (ie :two pieces of ID, the Canadian Police Record Check / Vulnerability Sector Screening (PRC/VSS), a photograph (preferably digital format), and a Certificate of Service or Release from the CF if the applicant has previous Canadian military service);
- A **formal interview** will be conducted by a Screening Panel formed from members of the Sponsoring Committee and the Commanding Officer of the Cadet Corps or his/her designate;
- The Chair of the local Sponsoring Committee will arrange for **a reference check** to be done with the three references on the applications;
- The application package is then **approved or declined** and sent to the Branch office to be verified for completeness and subsequently forwarded to the National Office. The National Office will review the application, cross-check it with the volunteer database and authorize the appointment. The photo ID card will be mailed directly to the local Sponsoring Committee Chair for delivery to the Volunteer. The Volunteer may then sign a "Civilian Volunteer Agreement" with the Commanding Officer of the Cadet Corps (CATO 23-07 Annex "A" refers).

Note:

1. *The steps do not have to be done in the above sequence. They could be concurrent.*
2. *When an applicant requests a Police Record Check it is important that they notify the police service that they are applying to work in the vulnerability sector as a volunteer in a position of trust with a youth group.*

12. Volunteer ID Cards are valid for a period of five years after which the application process will have to be completed again.

MANAGEMENT

13. There is no limit to the number of Volunteers at a Cadet Corps. The Sponsoring Committees are encouraged to develop a pool of screened volunteers who can be called upon to assist in the running of the corps. The Chair of the Sponsoring Committee will manage this pool and provide Volunteers to the Commanding Officer of the Cadet Corps as required. Some functions where volunteers have helped in the past are as follows:

- Cadet Canteen



- Chaperone social events
- Supply (Stocking, issuing equipment, returns)
- Fundraising campaigns
- Escort Officers for trips, events
- Assistant Instructors (where qualified)

14. When Volunteers are assisting the Cadet Corps, they will be under the operational control and direction of the Commanding Officer or his/her designate. This is essential for the safety of the cadets and the efficiency of an event or exercise.

15. In the case where a new Volunteer reports to the cadet corps with an issued ID Card in hand, they should not be permitted to work as a Volunteer until the card is confirmed as being valid. A request for validation should be sent to the Branch President or Screening Coordinator who will verify the card with the National Database at the National Office in Ottawa.

DRIVERS LOG

16. There will be situations where transportation is not provided by DND for local activities such as a fundraising tag day or the Royal Canadian Legion Poppy Campaign. Parents and friends may be called upon to assist and transport cadets in their personal vehicles to get this activity off the ground. It is impractical to require these "Occasional Drivers" to complete the whole screening process as they most likely would assist on a one-time basis only. However, if these individuals are called upon more than three times in any given year, they should be encouraged to complete a Volunteer Application in order to receive the benefit of League insurance.

17. It is self-evident that Occasional Drivers must be known to the cadet corps and are mature, responsible individuals. They are aware they must drive in a safe, lawful, cautious and courteous manner. They should carry a cell phone.

18. Cadets involved in this activity are under the direct supervision of CIC officers, CI's or a screened Volunteer. Cadets are never to be left alone in the company of a Driver. They must be transported in groups or pairs. The individuals selected must complete a "Drivers Log" at each activity (attached as Annex "B"). The Log must be retained on file at the cadet corps.

Note: Where individual parents or friends transport cadets in their personal vehicles, any accident that may occur comes under the jurisdiction of the Automobile Insurance Act of the province in which the vehicle owner resides. Neither DND nor the League provide insurance coverage for automobile accidents.

STATUS OF VOLUNTEERS

19. Volunteers are not part of the CF. They may resign their position at any time. Although members of the Regular Force or Reserves are screened during their enrollment process or security clearance must submit to this process when they volunteer at a cadet corps. This volunteer service is excluded from their terms of service. Volunteer service by CIC officers or CI's will be regulated by the CF.



20. Any person may also apply for membership in a provincial / territorial Branch of The Army Cadet League of Canada or in the National Level. (League Membership by the CIC is regulated by the RCSU in which they work).

21. League membership is completely voluntary and may be likened to membership in a service club. It is not in any way connected with the status of an individual at their cadet corps. More information is available in the ACLC Policy No. 9 (League Membership).

HANDBOOK

22. Annex "C" is a "*Volunteer Screening Coordinator's Hand book*" which is designed to assist Corps Sponsoring Committees and Screening Coordinators in processing Volunteer Applications in a simple four-step procedure.

COSTS

23. Where a police service charges an applicant to produce a Police Records Check, this cost will be reimbursed to the cadet corps by DND. The process to follow will be detailed in Region orders which carry out the direction in para 10 of CATO 23-07.

APPEALS

24. An exception process has been developed where a negative Police Record Check may surface regarding very old or minor issues. Policy 10.1E (Exception Tolerance Policy) contains details regarding this process.

ASSISTANCE

25. Questions or comments may be forwarded to the National Office.