

# TORONTO ASSOCIATION APPENDICES

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# ARCHIVES – RSCDS Toronto Association Archive Policy

## RSCDS Toronto Association – Record Retention Procedure

March 24, 2014; Revised April 29, 2019 with comments from Suzanne Dubeau

RSCDS Toronto Association generates a number of different types of records, some with legal retention requirements; some with ‘enduring’ archival value because they document the purposes and activities of the association. This outline serves to identify the “Record Series” generated by this organization and determine the process by which these records will be retained to comply with legal requirements and consolidated for future reference.

RSCDS TA currently has a “Gift in Kind” Agreement with York University through which archivally relevant records are donated to, and become the property of, the University for archival/research purposes. However, in consultation with Suzanne Dubeau, of York University Archives it is clear that not all records are of archival value and for that reason this document serves to bring clarity to the varied responsibility to retain records.

Where indicated on the tables that follow, those records to be “Transferred to the Secretary Annually” will be periodically deposited with the Archives at York University where they remain for research purposes. Records retained by the Treasurer will be available outside of Archives and available for auditing purposes.

### 1. Board and Executive Committee

- Records related to the Constitution of RSCDS TA including incorporating documents, letters patent, bylaws and special resolutions;
- \* Records generated by and for the Board to manage the activities of the Association including Board meeting Agendas, Minutes and attachments and Director Reports. Relevant ideas, commitments and requests generated by a Director standing committee(s) will be reported through Director Reports so committee minute retention is not required unless retained by Director and submitted annually as part of Section 6 below;
- \* Records generated by special Executive Committee meetings and AGM including Agendas, Minutes, Director Reports and Attachments;
- Records / lists of Board and Committee Membership, registry of Directors.

	Y/N	Time	Who	Transfer to Secretary Annually
Legal Value	Y			
- Retention Required	Y	PR	Secretary	Secretary holding already
Operational Value	Y			
- Retention Required	Y	PR	Secretary	Secretary holding already
Archival Value	Y			

PR: Permanent Retention; SR: Selected Retention, Transfer to Secretary denotes records will be further transferred to Archives as per the retention and disposition schedule

\* Copies of these Records (except for Director Standing Committees’ minutes) will also be retained

by the Treasurer for 7 years for audit purposes. The Secretary will provide copies of signed Minutes at fiscal year end to the Treasurer, while originals will be archived.

## 2. Accounting

- Records comprising the journals and ledgers of the Association including documentation detailing disbursements (e.g., payment to musicians), receipts (such as membership fees), invoices investment income, etc. The receipts and invoices shall be retained by the Treasurer for audit purposes for 7 years; however, after 7 years when the journals and ledgers are transferred to the Archives the receipts and invoices do not need to be retained.
- Records of equipment of value owned by the Association (e.g., computers, sound equipment)

	Y/N	Time	Who	Transfer to Secretary Annually
Legal Value	Y			
- Retention Required	Y	7 years	Treasurer	After 7 Years
Operational Value	Y			
- Retention Required	Y	7 years	Treasurer	No
Archival Value	N			

PR: Permanent Retention; SR: Selected Retention, Transfer to Secretary denotes records will be further transferred to Archives as per the retention and disposition schedule

## 3. Financial

- Records related to banking activities, budgets, financial statements, auditors' reports and contracts while in force.

	Y/N	Time	Who	Transfer to Secretary Annually
Legal Value	Y			
- Retention Required	Y	7 Years	Treasurer	Yes – selected records after 7 years
Operational Value	Y			
- Retention Required	Y	SR	Treasurer	Yes – selected records after 7 years
Archival Value	Y			

PR: Permanent Retention; SR: Selected Retention, Transfer to Secretary denotes records will be further transferred to Archives as per the retention and disposition schedule

A copy of the annual Auditor's Report will become a part of the records of the Annual General Meeting and will be archived with the AGM Agenda, Minutes and Director Reports. The original will remain in the possession of the Treasurer for auditing purposes and archived after 7 years.

#### 4. Membership

- Records related to tracking the members of the association including membership lists, membership report summaries, membership application forms, membership renewal forms, monthly membership summary of changes.

	Y/N	Time	Who	Transfer to Secretary Annually
Legal Value	Y			
- Retention Required	N			No
Operational Value	Y			
- Retention Required	Y		Membership Director	Yes – selected records
Archival Value	Some	SR		

PR: Permanent Retention; SR: Selected Retention, Transfer to Secretary denotes records will be further transferred to Archives as per the retention and disposition schedule

Annual list of memberships' names will be retained without information related to contact information to retain the privacy of members.

#### 5. Publicity and Event Information

- Records related to keeping the membership and public at large informed of Association's will be retained and forwarded to the Secretary for annual archiving by each of the Board Members including but not limited to:
  - Chair & Vice Chair: at their discretion materials of archival interest
  - Secretary: E-notes;
  - Communications: Set & Link, Social Group listings, upcoming event flyers, listing of participants (e.g., Webmaster, Editors, etc.), standing committee minutes if recorded;
  - Programs: materials related to the annual Workshop, Monthly Dances, Tartan Ball, Dancing in the Park, and other events as instituted, including event flyers, lists of Musicians and Program Conveners for the various events, standing committee minutes if recorded;
  - Marketing: Marketing Plans, materials related to any campaigns or special events, standing committee minutes if recorded;
  - Education and Training: records Branch Classes, Teacher Panel, Active Teachers, Teacher Certification, standing committee minutes if recorded;

	Y/N	Time	Who	Transfer to Secretary Annually
Legal Value	N			
- Retention Required	N			
Operational Value	Y			
- Retention Required	Y	SR	All Board Members	Yes
Archival Value	Y	SR		

PR: Permanent Retention; SR: Selected Retention, Transfer to Secretary denotes records will be further transferred to Archives as per the retention and disposition schedule

## 6. Correspondence

- Records of correspondence with Association members, RSCDS Scotland, the public, other Branches and Social Group leaders, including information on Volunteer, Branch, and Scroll of Honour awards.

	Y/N	Time	Who	Transfer to Secretary Annually
Legal Value	N			
- Retention Required	N			
Operational Value	Y			
- Retention Required	Y	PR	All Board Members	Yes
Archival Value	Y	PR		

PR: Permanent Retention; SR: Selected Retention, Transfer to Secretary denotes records will be further transferred to Archives as per the retention and disposition schedule

## 7. Other Items:

**Dance Books:** Copies of dance books published by RSCDS TA accompanied by any pertinent records regarding competitions etc. may be forwarded for archiving.

**Collections:** “Collections” by members of the Association are not technically archival material associated with RSCDS TA; they are part of that member’s story, rather than the “organic accumulation that characterizes an entity” or “fonds” of the Association. That being said, in adjudicated situations, some collections can be submitted for safe-keeping with the Association’s archives. For example, a collection of bound original dance books, starting at Book 1, collected by a teacher recently deceased was sent for archiving. Remember that the archivist is not curating but rather documenting and making information available in an organized manner.

**Collection of Materials:** As there will likely be changes to roster of RSCDS TA Directors on an annual basis, the Secretary will be the recipient of all relevant documentation outlined here within from each of the Directors in June for deposition in September, or as there is sufficient material to make a substantial deposition. The Secretary is considered the “Archivist” for the Association and can reserve the right to cull information prior to submission to York U Archives primarily to avoid duplications.

- i) **All electronic records are to be converted to paper prior to submission to the Secretary. It is assumed paper copies will be organized appropriately (e.g., by subject, chronologically) prior to submission.**
- ii) Any photographs in the collection in albums with the once popular magnetic/ sticky strips may be left in these albums and York U archivists will take them out to minimize damage. As well, if there is a lot of documentation in these to be transferred, the Archives will make a photocopy of the album to capture the information before taking it apart;
- iii) Any oddly shaped / easily damaged materials should be boxed /packaged appropriately to aid in transport.

**Electronic Records:** As noted above, only paper/ hard copy materials are to be submitted to the Secretary for “archiving”. This does not preclude each Board Member retaining all relevant electronic records of their portfolio, and handing off these electronic records to the next incumbent of their position.

**Contact with York U Archive:** York University archivist Suzanne Dubeau indicated her preference was that the Secretary was the one key contact with the Archive for the delivery of materials and that all material be submitted by the person holding that position. The Secretary will hold the list of materials currently archived as supplied by York U Archives. If RSCDS TA Board requires information stored in the Archives, the Secretary would make the request referencing box and file number if that is available in the Archive lists; however, anyone (dancers, academics, students etc.) can actually make legitimate requests to the York U Archive to view material once archived. The Archives will assist the requester in identifying the location of material, and retrieving boxes; however, it does not offer “research” services that would take longer than a few minutes. If research is required, boxes would be pulled and the requester would go to the Archives to undertake the research.

**By-Laws / Procedures / Operations:** This document is being submitted for approval as a set of procedures; however, when the By-Laws are next updated, Suzanne Dubeau advises that an amendment noting the need for the regular transfer and disposition of records in accordance to “good record keeping practices” be added.

Prepared by:  
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in consultation with Suzanne Dubeau, Archivist, York University

## **AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

The Toronto Association recommends dancers know where an AED is located at a venue. It could save someone's life.

First Aid training is a best practice. However, anyone who uses an AED in good faith without training is protected from liability. Please read the following, including the section on 'Protection from Liability, User of Defibrillator' below.

### **CHASE MCEACHERN ACT (HEART DEFIBRILLATOR CIVIL LIABILITY), 2007**

<https://www.ontario.ca/laws/statute/07c10>

Definitions in the above noted Act:

**Emergency** means a situation during which the behaviour of an individual reasonably leads another individual to believe that the first individual is experiencing a life-threatening event that requires the provision of immediate care to assist the heart or other cardiopulmonary functioning of that person; ("situation d'urgence")

**A health care professional** means,

(a) a member of a College of a health profession set out in Schedule 1 to the Regulated Health Professions Act, 1991,

(b) such other persons or classes of persons as may be prescribed. ("professionnel de la santé")  
2007, c. 10, Sched. N, s. 1.

**A defibrillator** means an automated external medical heart monitor and defibrillator that is capable of,

(a) recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia,

(b) determining, without intervention by an operator, whether defibrillation should be performed,

(c) automatically charging and requesting delivery of an electrical impulse to an individual's heart as medically required, and

(d) satisfying any other criteria that may be prescribed by regulation;

### **Protection from civil liability, user of defibrillator**

(1) Despite the rules of common law, a person described in subsection (2) who, in good faith, voluntarily and without reasonable expectation of compensation or reward uses a defibrillator on a person experiencing an emergency is not liable for damages that result from the person's negligence in acting or failing to act while using the defibrillator, unless it is established that the damages were caused by the gross negligence of the person. 2007, c. 10, Sched. N, s. 2 (1)

### **Persons covered**

(2) Subsection [\(1\)](#) applies to,

(a) a health care professional, if the health care professional does not use the defibrillator at a hospital or other place having appropriate health care facilities and equipment for the purpose of defibrillation; and

(b) an individual, other than a health care professional described in clause [\(a\)](#), who uses a defibrillator at the immediate scene of an emergency. 2007, c. 10, Sched. N, s. 2 (2)

### **Reimbursement of expenses**

(3) Reasonable reimbursement that a person receives for expenses that the person reasonably incurs in using a defibrillator shall be deemed not to be compensation or reward for the purpose of subsection [\(1\)](#). 2007, c. 10, Sched. N, s. 2 (3)

## **BOURINOT'S RULES OF ORDER**

Bourinot's Rules of Order is a Canadian parliamentary authority that deals with public meetings and is used to set procedures for organizations. All meetings held by RSCDS-TA follow these rules.

## **CANADIAN ANTI-SPAM LEGISLATION**

<http://www.chamber.ca/resources/casl/>

The CASL legislation comes into effect July 1, 2014. This document addresses those aspects of the legislation germane to RSCDS Toronto Association.

### **Overview and Definitions**

The new law will prohibit “sending of commercial electronic messages [CEMs] without the recipient’s consent, including messages to email addresses and social networking accounts, and text messages to a cell phone.”

There are two types of consent: implied and express.

### **Implied Consent**

Implied consent (permission) is deemed to exist for non-profits when a **membership relationship** is entered into and established. The non-profit organization, in this case RSCDS Toronto Association, can communicate and market its activities, programs and products to its members via CEMs without an expressed consent [an opt in mechanism].

This condition also applies to Keep in Touch recipients, the RSCDS Toronto Association Facebook members and any non-members who attend monthly dances, workshops or other RSCDS programs.



These members/non-members are considered to have entered into a commercial relationship with us.

Any commercial electronic messages must include RSCDS Toronto Association identification information and an unsubscribe mechanism. Messengers must identify themselves and anyone they represent in the message. A messenger's contact information includes business name, postal address and either a telephone number or e-mail address. The contact information must be accurate and valid for a minimum of 60 days after the message has been sent.

Implied consent has a shelf life of 36 months from the **last commercial relationship**. Consequently, a yearly membership, for example, would not be subject to the 36-month time restriction.

The membership form does not require a check box to obtain permission to communicate with members. It is implied. However, the membership form will reiterate our commitment to respect the privacy of our members' personal data and a statement assuring them that their information will be used for internal purposes only and not shared with other organizations. The form will also provide an **unsubscribe mechanism**. The member or those we have a commercial relationship with must notify us and opt out.

The RSCDS Toronto treatment of Membership Lists is outlined below:

1. Membership lists are deemed to be CONFIDENTIAL documents and always treated as such.
2. Membership lists are used only within the organization and never for personal gain.
3. Lists are available to Directors and Director designates provided they need the lists in the performance of their duties.
4. The information in the lists should be as minimal as possible. E.g. If a name will do then no other information need accompany the list.
5. Membership lists should not be copied and passed on without the consent of the Membership Director. The Membership Director needs to know how many lists exist and who holds them.
6. Former and past dated lists should be responsibly destroyed.

### **Express Consent**

The express consent option will only affect our CEMs with individuals whom we have no commercial relationship. Should we wish to market to non-members we are allowed **one** electronic contact and **only one** unless the recipient provides express consent.

An opt in agreement is necessary. Once an express consent is given there is no automatic time restriction. In order to remove the express consent the recipient is required to unsubscribe. Our CEMs must provide identification information (same as required for implied consent) and an unsubscribe mechanism.

Express consent can be obtained either in writing or orally. If obtained orally we are required to document the when, why, and manner in which it was obtained. **An opt-in mechanism via a blank box check off is acceptable.**

### **Responsibilities of Members who have Private Business Interests**

Members who want to develop commercial relationships with fellow members and related to their personal business interests cannot assume implied consent as a result of belonging to the organization. They require express consent.

### **Affiliation with RSCDS Scotland**

Given the co-member relationship with Scotland there seems to be no impediment to shared commercial and other communications. It is covered by implied consent.

## **DIRECTOR DESIGNATE**

Special Classes, Demo Pool practices and other events are regularly held at various locations in the GTA. The City of Toronto Parks and Recreation (P&R) Department, which manages community centres, requires that one Toronto Association contact person be designated to make ALL bookings, changes or cancellations. This person will be known as the “Director Designate”. All dates for Special Classes must be submitted to the Director Designate. Confirmation from City of Toronto Staff is to be sent to the Director Designate in the form of an electronic permit. Copies of these permits will be forwarded electronically to the Education and Training Director and the Program Director for distribution to convenors, teachers and Board members using these facilities.

The Director Designate is usually the Vice-Chair.

## **FIRST AID KITS**

First aid supplies should be available in a small kit at every event that is organized by the Toronto Association. (Note: The TA also recommends that all Social Groups have the following available at their venues)

An adequately stocked First Kit should have a minimum of the following:

- one (1) Chemical Instant Cold Pack;
- four (4) antiseptic wipes;
- two (2) alcohol cleaning pads;
- two (2) sterile/sealed bandage compresses or pads and;
- six (6) sterile/sealed latex free bandages in various sizes

When the Toronto Association supplies are used, they need to be replaced by advising the relevant Convenor. This is the person responsible for ensuring first aid supplies are replaced as soon as possible. The purchase can be delegated to a volunteer. Forward receipt(s) for expenditures to the appropriate Director to approve reimbursement.

## **GUIDELINES FOR DEVISING TORONTO ASSOCIATION DANCE PROGRAMS**

### **Considerations for Devising Monthly Dance Programmes**

1. Before beginning the planning of the programmes, check with the TA Program Director to determine whether there are any planned changes affecting the schedule or the content of the monthly dances for the coming year (i.e. the number of dances, afternoon or evening program). The programme should reflect the goals of the particular event (i.e. Family Night, AGM, workshop, etc.).

NB The devisor is responsible for devising programmes for all the monthly dances (possibly excluding the April Volunteer dance), November workshop, and the Tartan Ball.

2. Devise the Tartan Ball programme first and include **only** the difficult or unfamiliar dances on the preceding monthly dance programmes.
3. A monthly dance programme consists of twelve (12) dances and one (1) extra with the exception of the AGM dance where there should be ten (10) dances and three (3) extras.
4. 4 Dances chosen as extras should be straightforward dances that only require a briefing.
5. When there is one (1) extra, it should be a reel or a jig. When there are three (3) extras, there should be one each of a reel, jig and strathspey.
6. Each programme should have two (2) non-walked dances - one challenging and one easy. Neither dance should be the first dance on the programme.
7. On the monthly dance programmes, it is recommended that there be four (4) each of reels, jigs and strathspeys. A medley is considered a substitute for a strathspey.
8. A monthly dance programme should be composed primarily of RSCDS dances. It is recommended that there should be no more than three (3) non-RSCDS dances on a programme of 12 dances; ie, one-quarter or 25% of the programme.
9. The first dance on a programme should:
  - a) be a warm-up dance;
  - b) be a 3 cpl jig or reel danced 8 times through;
  - c) have minimal pas de basque and slip step; and
  - d) consider the need of the musicians to warm up.
10. Each monthly dance programme, except as indicated below, should have three (3) very easy dances and three (3) challenging dances. The use of level 3 figures is one factor in determining the difficulty of a dance.
11. No formation should be used more than two (2) times on any one dance programme in the same tempo (ie once in fast time and once in strathspey). It is recommended that a balance and variety of formations be used within the context of the tempo.
12. It is recommended that there should be no more than two (2) set number dances on a programme (i.e. 5x32, 3x48, 4x32).
13. Give careful consideration to the position of 8 x 40 or 8 x 48 dances and 8 x 32 strathspeys.

14. The last dance should be a familiar/popular reel or jig but not a specific set numbered dance.
15. The devisor should give consideration to the music.
16. Indicate "Br" for dances to be briefed only at the monthly dance.
17. Indicate "B" for basic level dances and "A" for Advanced dances.

### **Special Considerations for the December (Family Night) /March (Beginners' Night) Dances**

1. All dances will be walked.
2. No dances should have level 3 formations.
3. Select dances that more experienced dancers can help new or younger dancers get through - easy to partner dances.

### **Special Considerations for the Tartan Ball**

1. The Tartan Ball consists of sixteen (16) dances - 6, 5, 5 - with three (3) extras.
2. The first three (3) dances should be beginner friendly for non-dancing Guests of Honour.
3. Especially difficult or set dances should be focused in the middle section.
4. Follow considerations #9 -#13 as listed in first section.

### **Special Considerations for Dancing in the Park**

1. Give consideration to the fact that the dancing is on grass and the footing is uneven.
2. The programme will consist of ten (10) dances including two (2) audience participation dances.
3. Each programme should be divided approximately 50/50 between dances for beginners and dances for intermediate / experienced dancers.
4. No basic formation should be used more than three (3) times on any programme.
5. No more than three (3) dances should be non-RSCDS dances.
6. A suggested programme construction is as follows:

Jig Easy

Reel for intermediate / experienced dancers

Strathspey Easy

*Audience participation (march, waltz, around the room, etc.)*

Jig

*INTERMISSION*

Reel Easy

*Audience participation (march, waltz, around the room, etc.)*

Strathspey for intermediate / experienced dancers

Jig for intermediate / experienced dancers

Reel Easy

### **Submission of Dance Programmes**

1. The devisor should submit the Tartan Ball programme to the Teachers Panel for consideration at its Fall meeting.
2. Consult the teachers of the Level 1 branch classes and the children's groups about the dances on the December and March dance programmes.
3. The devisor of the programmes shall submit the programmes in the approved format to the Teachers Panel for their February/March meeting. Use the attached samples as a guideline.

4. The Toronto Teachers' Panel will review the programmes and may suggest changes.
5. After the programme has been approved by the panel, the Teacher Panel Chair will request feedback from the musicians, and ask about any concerns the musician(s) may have regarding the balance on the programme.
6. The Chair of the Teachers Panel will submit the programmes to the Toronto Association Executive through the Education and Training Director.
7. After submission to the TA Executive, any further changes must be discussed with the deviser of the programmes.
8. For all non-RSCDS dances, the deviser must provide copies of the original dance descriptions.

## INSURANCE CERTIFICATES

At the beginning of each calendar year, the TA Treasurer will provide each Convenor and Social Group Teacher, who is renting a venue, with an insurance certificate that includes Commercial General Liability. Directors are to ensure that Convenors/Teachers send the appropriate venue names/dates to the Treasurer as soon as the dates are known/confirmed. The Insurance Certificate will be sent to the appropriate Director/Convenor/Social Group Teacher/TA member electronically and the person in charge of the event is expected to have this document with them at the venue.

## MUSIC TRUST FUND

<http://www.musicpf.org>

### GUIDE TO THE GRANT – MPTF:

The purpose of the trust fund is to promote “live music” and to provide music where music is the prime purpose for public attendance. **See the list of performance types NOT approved below.**

The MPTF has been providing grants to help create free music performances for the public's entertainment and education for over 70 years. Almost all of our events are co-sponsored, as we require the involvement of local participants that include arts councils, symphonic organizations, municipalities, veterans groups, school systems, and healthcare organizations, among others. Our funding is meant to ensure that the professional musicians who are performing are reasonably paid on par with local scale while assuring that there is no cost to enjoy the music. The idea is to enhance our communities and enrich lives through music. Our co-sponsored events run the gamut of musical styles, from classical and opera to Dixieland, pop, rock, country, jazz, and R&B. Our events often introduce musical styles that are not easily accessible and many times our events come with an educational element to them.

MPTF events are held in parks, schools, and public halls, as well as in hospitals and at retirement centers. We have a mandate to distribute our funds proportionately across the U.S. and Canada. Recipients of our grants are required to handle the necessary payroll requirements of hiring professional musicians, including appropriate payments to pension funds and taxes. We will provide the financial and contact information necessary to make this happen.

MPTF-funded events must be free of charge and without any conditions for admittance. They cannot be fund-raising events or raffles regardless of the merit. We do not fund performances for conventions, political campaigns, class reunions, commencement exercises, workshops or seminars, or for private clubs. A list of these restrictions and related ones follow this general guide to our grants.

The easiest way to apply for a grant is to seek the assistance of the American Federation of Musicians Local in your geographic area. They are often experienced in our application process and can also be helpful in planning and organizing the musical aspect of your event. There is a Local office locator on the homepage of the AFM's website for your convenience. [www.afm.org](http://www.afm.org).

We require grant applications be submitted at least 30 days prior to the performance. Grant recipients should include the MPTF in event programs, press releases, websites, posted signs, and other public notifications, along with other event sponsors.

We look forward to receiving good quality photos and other materials that can help us inform the public of your good work and the legacy of the events the MPTF eagerly supports. We always welcome ideas and creative opportunities to expand the public and media awareness of these great performances and the work of our partners. We also have printed posters and material to help enhance the public's awareness of our participation.

Once the event happens, we require written certification that the performance was completed, upon which we initiate the payment of our grants.

Successful events are considered in evaluating future grants, based on timeliness of the application, overall cooperation, follow up and media support, and the quality of the events themselves.

Should you have any specific questions related to our grant application process, please contact us at:

212-391-3950

Or email us at [sramos@musicpf.org](mailto:sramos@musicpf.org).

<https://www.afm.org/locals/toronto-musicians-association/>

## **NOT-FOR-PROFIT CORPORATIONS Act, 2010**

<https://www.ontario.ca/page/guide-not-profit-corporations-act-2010>

## **OnCORP**

OnCorp Direct Inc. is an Electronic Filing Intermediary certified by Corporations Canada, and is under contract with the Ministry of Government Services to provide direct electronic access to Ontario's official record of business information. Thousands of members from the business, financial and legal communities, as well as government bodies and the general public, use OnCorp's services regularly to fulfill their public record information requests and their filing needs.

<https://www.oncorp.com/oncorphome/pages/index.aspx>

## SPECIAL EVENT PERMIT -

[https://www.toronto.ca/wp-content/uploads/2017/11/9a27-special\\_event\\_application\\_city\\_parklands.pdf](https://www.toronto.ca/wp-content/uploads/2017/11/9a27-special_event_application_city_parklands.pdf)

## VOLUNTEER TRACKING FORM -

[http://www.dancescottish.ca/Volunteering\\_files/Volunteer-Tracking-Form.pdf](http://www.dancescottish.ca/Volunteering_files/Volunteer-Tracking-Form.pdf)

*Convenors and co-ordinators of events, committees, etc:*

Please download a [Volunteer-Tracking-Form.pdf](#) and record participants in your event so they can be properly recognized each April.

## YOUTH AND VULNERABLE PERSONS POLICY:

### Toronto Association RSCDS

Definition: The Criminal Records Act says vulnerable persons are: “persons who because of age, a disability or other circumstances, whether temporary or permanent, are in a position of dependence on others, or are otherwise at greater risk that the general population of being harmed by persons in a position of authority or trust relative to them.”

On December 3, 2015, Bill 113- The Police Record Checks Reform Act was proclaimed.

For the purpose of this act:

**‘Children’** means persons who are less than 18 years of age

**‘Vulnerable Persons’** means persons who, because of their age, a disability or other circumstances, whether temporary or permanent, are:

- a) in a position of dependency on others, or
- b) are otherwise at greater risk of being harmed by a person in a position of authority towards them.

The policy of the RSCDS Toronto Association (hereafter referred to as the “Association”) is to safeguard all ‘Children’ and ‘Vulnerable Persons’ from physical or sexual abuse, molestation, harassment and/or other harm while taking part in any Association activity.

The goal of the above noted policy is to:

- a) minimize the situations where abuse of children or vulnerable persons may occur
- b) safeguard children and vulnerable persons from harm; and
- c) prevent members of the Association including teachers, musicians, and volunteers from being placed in a potentially inappropriate position.

## **2016 RSCDS TORONTO ASSOCIATION POLICY WITH RESPECT TO CHILDREN AND VULNERABLE PERSONS**

1. The Association will take steps, through relevant procedures, to ensure that children or vulnerable persons taking part in its activities can do so in a safe and secure environment.
2. The Association Board will appoint a Police Services Contact Person (usually the Vice Chair) who will be available for consultation by those involved in any Association activity where children and vulnerable persons may be present.
3. The Association's teachers, musicians and volunteers who are appointed to activities where children and vulnerable persons participate will be asked to confirm in writing that they know of no reason why they should not work with children or vulnerable persons and agree they will immediately inform the Association Board of any changes in circumstances. The Association reserves the right to request that this information be reconfirmed at any time.
4. Although Police Record Checks are not mandatory for the Volunteer Sector at present, the Association reserves the right to request a Police Record Check at any time.
5. Teachers are in a position of trust. They must respect a child's or vulnerable person's right to personal privacy. Teachers will guard against words and actions that could be misunderstood or cause offense. The use of offensive language and behaviour toward children and vulnerable persons will not be tolerated. Scottish Country Dancing is a physical skill and occasional physical contact between teacher and student may be necessary due to the nature of the activity. In such instances, the teacher should ask permission from the child or vulnerable person(s) and avoid any unnecessary physical contact.
6. Activities where children or vulnerable persons will be present must be planned on the basis that **more** than one responsible adult will be present for the duration of the activity. All activities will be conducted in an open manner, where the adults can observe and be observed by others. Involve parents and care givers, as appropriate. Ensure there is a fully maintained first aid box on-site, record any accidents or injuries and actions taken and forward to the Vice Chair.
7. Appropriate arrangements will be in place for receiving children or vulnerable persons at a venue and for ensuring that participants are collected after the event.
8. If activities are planned away from the usual venue, parental or guardian approval should be obtained in advance.
9. In their classes, a teacher concerned about the continuing well being of a child or vulnerable person will record the facts on the Association's Reporting Form (form attached below) and report them to the Association's Police Services Contact Person.



**Teachers and/or the Police Services Contact Person must report only the facts and must not institute any investigation. The confidentiality of all parties must be recognized and information handled on a strictly “need to know basis”.**

10. Any allegations regarding the behaviour of a teacher, musician, volunteer, member or guest must be reported as soon as possible to the Police Services Contact Person (or the Vice Chair) to ensure no one is placed at further risk and, if circumstances require, the Police Services Contact Person will refer the matter to the relevant local authorities.

The Association has drawn up this policy to protect children and vulnerable persons and also those in a position of trust who are involved in the Association activities. However, the Association believes that all members should be vigilant with regards to the well being of all children and vulnerable persons and expects a report on any actions of a suspicious nature to the Association’s Police Services Contact Person (or Vice Chair).

**RSCDS TORONTO ASSOCIATION (TA) INCIDENT REPORT FORM**

**RE CHILDREN AND VULNERABLE PERSONS**

(One document for each child or vulnerable person)

*PLEASE PRINT CLEARLY/COMPLAINANT SIGNATURE REQUIRED*

Date: \_\_\_\_\_ Time: \_\_\_\_\_ of Incident or Disclosure (circle)

Name, phone # & email of Complainant:

\_\_\_\_\_

Name of Child or Vulnerable Person: \_\_\_\_\_

Name, phone # & email of Reporting Person (if different from complainant):

\_\_\_\_\_

Location of event venue & Location in venue of alleged abuse, if known:

\_\_\_\_\_

TA Police Services Contact Person advised: Date: \_\_\_\_\_ Time: \_\_\_\_\_

TA Police Services Contact Person to request a copy of the “sign in” document of people present at activity (to have available if required) and to liaise with local police department(s) as requested.

The account of the allegation as given by the complainant, including date and time of disclosure: (USE BACK OF PAGE IF NECESSARY)

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Complainant to sign and date: \_\_\_\_\_

**RSCDS TORONTO ASSOCIATION  
POLICY WITH RESPECT TO SAFEGUARDING CHILDREN AND VULNERABLE  
PERSONS**

The goal of the policy is to:

- a) minimize the situations where abuse of children or vulnerable persons may occur
- b) safeguard children and vulnerable persons from harm; and
- c) prevent members of the Association including teachers, musicians, and volunteers from being placed in a potentially inappropriate position.

Although Police Record Checks are not mandatory for the Volunteer Sector at present, the Association reserves the right to request a Police Record Check at any time.

**DECLARATION for Volunteers, Teachers and Musicians**

<b>NAME: (Please Print)</b>
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I hereby declare that I have no convictions under the Criminal Code of Canada and that I know of no reason why I should not work with children or vulnerable persons and agree that I will immediately inform the Association of any changes in circumstances.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The Association reserves the right to request that this information be reconfirmed at any time.