

# WRNSC Police Check Policy

Updated 2021-08-11

## General

WRNSC requires some club members to pass a Police Information Check (PIC) based on their role with the club. WRNSC considers each check to be valid for a period of 3 years from date of issue.

Since a PIC contains Personally Identifiable Information, WRNSC does not keep copies on record. We instead require the individual to present the results to a Director of WRNSC or someone designated by the Board of Directors (eg WRNSC Coach Coordinator). That person will verify that the result is a Pass, and record the result along with the date that the check was issued. These records are kept digitally in a format specified by the Board of Directors.

If a person who is required to pass a PIC has results from an equivalent or more thorough check required for another purpose (ie teaching), they may present proof of that passed check instead of acquiring a new PIC specifically for WRNSC. A pass will not be assumed based on knowledge of employment.

## Coaches

Any person who coaches or supervises youth club members (under 18 years of age) is required to pass a "Police Vulnerable Sector Check" (PVSC). To simplify administration, coaches must have a passed PVSC on record that is valid until the end of the current coaching season (defined as April 31, to account for late season racing).

## Financial Signing Authority

Any person who has signing authority with any of WRNSC's financial accounts is required to pass a "Police Criminal and Judicial Matters Check", sometimes also known as a "Police Information Check, level 2" (PIC-2). Financial accounts include banking, investments, and other financial instruments used by WRNSC.

## Enforcement

The WRNSC Coach Coordinator will ensure that no youth coach is permitted to coach or supervise youth unless they have a passed, non-expired PVSC on record.

The WRNSC Secretary, jointly with the WRNSC President, will ensure that any person has a passed, non-expired PIC-2 on record prior to being granted signing authority. The Secretary, jointly with the President, will also ensure that any person who currently has signing authority renews their PIC-2 at least 2 months prior to its expiry, allowing sufficient time to remove that individual's signing authority if necessary.