



COPA

CANADIAN OWNERS AND PILOTS ASSOCIATION

The COPA Guide to Vulnerable Sector Checks (VSC)



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Introduction

As of 2019, all COPA for Kids pilots will require a Vulnerable Sector Check (VSC) to participate. Procedures for obtaining this check are fairly consistent across the country so COPA has compiled this guide to aid your COPA Flight in following the necessary procedures. All persons seeking a VSC require the COPA for Kids volunteer letter (Appendix A) describing the duties and nature of the position. Copies of the letter were sent to each COPA Flight Captain and are available on the COPA website. The procedures outlined in this guide have been sourced directly from the RCMP's Canadian Criminal Real Time Identification Service. If your local police/RCMP service has different procedures that we should be aware of, please let us know.

Procedure for obtaining a vulnerable sector check

- Visit your local jurisdiction's police service or RCMP detachment and bring:
 - 1) Two pieces of government-issued identification, **one piece must be a photo ID** – *the volunteer must have proof of residence in the jurisdiction where the check is completed.*
 - 2) A copy of COPA's standard volunteer letter describing the "COPA for Kids" event and attesting to the volunteer nature of the position.
- Some police detachments will allow for initiation or completion of the check online – the local police website will list this option if it is available.
- The volunteer may be asked to provide fingerprints.
- There is no fee for the national component of a VSC when done for the purpose of volunteering. Some jurisdictions do charge a local processing fee, which is not reimbursed by COPA.
- When the VSC is completed, the volunteer must pick up the letter from the police detachment or RCMP office and send it to COPA before the COPA for Kids event in one of the following ways:
 - Scan and email to copa@copanational.org
 - Scan and fax to 613-236-8646
 - Mail to: **COPA Suite 903, 75 Albert St, Ottawa ON, K1P 5E7**
 - Some police departments may offer to send the letter to us directly, which is also acceptable

Renewal of VSC

COPA requires volunteer pilots to renew their VSC every three (3) years)

Acceptance of Other VSC

- Where a volunteer pilot has completed a VSC for another organization such as Cadets, Scouts, sports teams, etc, COPA will accept an original copy of that VSC, **provided the date of that VSC is not older than three (3) years from the date the pilot intends to participate in a COPA for Kids event.**

Appendix A: Volunteer Letter

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April 19, 2018

To Whom It May Concern:

The purpose of this letter is to initiate the registration process for COPA's volunteer pilots to complete vulnerable sector checks through their local police agency.

COPA is the national advocacy group for general aviation in Canada, representing over 16,000 pilots and aircraft owners in every province and territory. Through our 200 local chapters (called "COPA Flights") in communities across Canada, COPA delivers a volunteer-run program for youth called "COPA for Kids" that gives young Canadians, aged 8-17, the opportunity to experience a flight in a small general aviation aircraft or helicopter.

The flights are preceded by a ground school-type session where participant youth learn the basics of the theory of flight and aircraft operations. As required by law, all participants are provided with a thorough briefing on safety and emergency procedures prior to boarding the aircraft. The flights themselves are usually 15-25 minutes in duration.

The volunteer pilots supply their time and their own personal aircraft to provide the rides to participating youth. Pilots receive no compensation for their time or for the operating expenses of their aircraft. Due to the nature of some aircraft, it is not always possible for the parent to accompany the minor for their flight. Where aircraft are capable of carrying multiple passengers, generally those seats are allocated to participating youth except in cases where parents specifically ask to accompany their minor on the flight.

COPA prides itself on never having had an incident in the history of our program. Nevertheless, due diligence and advice from our legal counsel requires that COPA begin mandating volunteer pilots to undergo a Vulnerable Sector Check to be eligible to volunteer in this position. We intend to require pilots complete the check every three (3) years. Where pilots have completed a Vulnerable Sector Check for another organization, COPA will accept an original copy of that check, provided it is not older than three (3) years from the date the pilot intends to volunteer in the COPA for Kids program.

For more information on the COPA for Kids Program or about COPA, visit our website:

<http://www.copanational.org> or contact our office: 613-236-4901.

Regards,

Bernard Gervais
President and CEO

Advance, promote and preserve the Canadian freedom to fly.

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