



MEMORANDUM

July 29, 2014

TO: District Presidents, MHA Presidents and MHA RIC

**FROM: Randy Henderson, BC Hockey President
Barry Petrachenko, BC Hockey Executive Director**

COPY: District Minor Officiating Coordinators

SUBJECT: Officiating Program - NEW Criminal Record Check Process

Criminal Record Checks (CRC)

BC Hockey policy states that every official 18 years of age or older as of December 31, 2014 must have a valid Criminal Record Check (CRC).

Criminal Record Checks are valid for three (3) seasons expiring on July 31st. **OFFICIALS WILL BE UNABLE TO REGISTER** for an HCOP clinic until their HCR profile has been updated with a valid CRC. Starting for the 2014-2015 season a new online CRC submission process is in place through the BC Ministry of Justice. BC Hockey participants will no longer be required to visit their local police detachment to make this request. As Volunteers with BC Hockey this submission is **FREE** of charge by using the online process outlined below. Understand that there is still an administrative time period necessary to process an online CRC request, so officials are to take that into account when submitting. It is advised that an online CRC request be made at least one (1) month in advance of the clinic an official wishes to register for. Completed CRCs will be automatically sent to the BC Hockey office by the Ministry of Justice and it will be updated on the official's HCR profile.

18 years of age or under

If an official is 18 years old or will be before December 31st they are required to complete a CRC prior to registering for a clinic.

These officials can go ahead and begin the submission process immediately. The BC Ministry of Justice requires all individuals 18 years of age or under to fill out the following version of the online CRC form with a Parent or Guardian's signature and send a scanned copy of the signed form to SGSPDPS@gov.bc.ca or fax it to 250-356-1889.

Please see the attached form below for the 18 year old submissions

19 years of age or older

Officials 19 years or older can request a CRC by visiting the following link and using the access code provided;

1. <https://justice.gov.bc.ca/eCRC/>
2. Access Code: **FY4HH6R6BN**
3. The following PDF provides a walk through guide to your online CRC submission should have any questions about the process:
<http://www.pssg.gov.bc.ca/criminal-records-review/shareddocs/walk-thru-guide.pdf>



CONSENT TO A CRIMINAL RECORD CHECK FOR VOLUNTEERS

(WORKING WITH CHILDREN AND/OR VULNERABLE ADULTS)

IMPORTANT: Please read information and instructions on Page 2. To avoid processing delays, ensure all relevant fields are complete and the form is dated and signed.

WORKS WITH (choose one): [] children or [] vulnerable adults or [] children and vulnerable adults
Please verify with your volunteer organization which "works with" category applies to you.

PART 1: APPLICANT INFORMATION

Form with fields: LEGAL SURNAME/ LAST NAME, LEGAL GIVEN / FIRST NAME, LEGAL MIDDLE NAME, DATE OF BIRTH, GENDER, BIRTHPLACE, ADDITIONAL NAMES, Residential Address, MAILING ADDRESS, Area Code & Phone No., Driver's Licence #.

PART 2: VOLUNTEER ORGANIZATION INFORMATION

To be completed by an authorized organization representative

SECTION A: Complete this section only if you have been provided with an ID number from the Criminal Records Review Program (CRRP). Organization Name, Organization Contact Person Name and Title, ID Number.

SECTION B:

If you are unable to provide an ID number in above section A, please complete ALL of Section B.

Volunteer Organization Name, Mailing Address, Office Phone, Office Fax, Volunteer's position/Job Title with volunteer organization.

CONSENT FOR RELEASE OF INFORMATION AND ACKNOWLEDGMENTS:

I have read and understand the consent for release of information and acknowledgments on Page 2. I hereby consent to these terms as indicated by my signature below: Applicant's signature, Parent or Guardian signature for applicant under 19 years of age, Date signed.

CONSENT TO A CRIMINAL RECORD CHECK — VOLUNTEERS

CHECKLIST FOR APPLICANT

To get started: My organization has either directed me to complete the paper consent to a criminal record check form and fax or mail to the Criminal Records Review Program or my organization is registered with the CRRP and enrolled for the online service and has provided me with their unique link to go online and complete the consent to criminal record check electronically.

- I have completed the form truthfully, clearly and legibly and signed and dated.
- I have read and understand the Consent for Release of Information and Acknowledgements and information regarding the Freedom of Information and Protection of Privacy Act (FOIPPA)
- My volunteer organization has verified my ID in person to confirm my identity and information on the consent form is accurate.
- My volunteer organization will retain the original form and will forward a copy to the Criminal Records Review Program.

CHECKLIST FOR ORGANIZATION

- If your volunteer organization is not enrolled in the CRRP online service, please have the volunteer complete and sign the paper consent form. (manual process)
- If the volunteer organization is enrolled in the CRRP online service, please provide the volunteer with your unique link to the online service where they complete the consent to criminal record check electronically.
- Retain the original form (required for the manual process only).
- Forward a copy of the form to the Criminal Records Review Program by mail or fax:

MAIL: Criminal Records Review, Ministry of Justice, PO Box 9217 Stn Prov Govt, Victoria BC V8W 9J1
Or, FAX the consent form to: 250 356-1889.

CONSENT FOR RELEASE OF INFORMATION AND ACKNOWLEDGEMENTS

Pursuant to the B.C. Criminal Records Review Act

- I hereby consent to a check for records of criminal charges and convictions to determine whether I have a conviction or outstanding charge for any relevant or specified offence(s) under the Criminal Records Review Act;
- I hereby consent to a check of all available law enforcement systems, including any local police records.
- I hereby consent to a vulnerable sector search to check if I have been convicted of and been granted a pardon for any sexual offences of the Criminal Records Act.
- I understand a criminal record check under the criminal records review act is required at least once every five years. Go to the RCMP website for additional details on vulnerable sector checks: <http://www.rcmp-grc.gc.ca/cr-cj/vulner/index-eng.htm>
- I hereby authorize the release to the Deputy Registrar any documents in the custody of the police, the court and crown counsel relating to an outstanding charge or conviction of any relevant or specified offence(s) as defined under the Criminal Records Review Act or any police investigations deemed relevant by the Registrar.
- Where the results of this check indicate that a criminal record or outstanding charge for a relevant or specified offence(s) may exist, I agree to provide my fingerprints to verify any such criminal record.
- The Deputy Registrar will notify me and my organization that I have an outstanding charge or conviction for any relevant or specified offence(s) and the matter has been referred to the Deputy Registrar;
- The Deputy Registrar will determine whether or not I present a risk of physical or sexual abuse to children and / or physical, sexual or financial abuse to vulnerable adults as applicable.
- The Deputy Registrar's determination will be disclosed to my organization and it will include consideration of any relevant or specified offence(s) for which I have received a pardon.
- If I am charged with or convicted of a relevant or specified offence(s) at any time subsequent to the criminal record check authorized herein, I further agree to report the charge or conviction to my organization and provide my organization, in a timely manner, with a new signed Consent to a Criminal Record Check form.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPPA): The information requested on this form is collected under the authority of the Criminal Records Review Act section 4(1) and section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA). The information provided will be used to fulfil the requirements of the Criminal Records Review Act for the release of criminal records information and is in compliance with the FOIPPA. If you have questions about the collection of your personal information, please contact the Policy Analyst, Criminal Records Review Program, PO Box 9217 Stn Prov Govt, Victoria, BC V8W 9J1 or by phone at (250) 387-2896.