

## WVFHC Criminal Records Check Policy & Procedure

### 1. Criminal Records Check Policy

- The WVFHC values the safety of its players and volunteers above all else. We want to ensure that our organisation upholds the highest standards in providing a safe secure environment for our children to play field hockey.
- All individuals working, volunteering or who have direct contact with children aged 19 or under must submit a criminal records check (CRC) to the club. This includes:
  - team managers
  - coaches
  - assistant coaches
  - junior coaches if older than 19 years
  - other positions on a case by case basis
- CRCs should be obtained for all relevant WVFHC programs, including Spring League, Winter, Fall and Summer programs, touring and camps.
- The CRC will be valid for a period of 5 years, which may be subject to review. The Club will accept a CRC completed for other purposes if it is dated within the past calendar year.
- If an individual does not have a valid CRC on file with the WVFHC, they will be unable to work or volunteer with the Club. Similarly, a person whose criminal record suggests they present a risk of physical or sexual abuse to children will not be permitted to volunteer with the WVFHC.
- **To volunteer with Spring League 2016, WVFHC needs to receive your CRC by 17 April 2016.** If you are unable to provide a completed CRC or confirm that it is in process by this date, you will be unable to volunteer. Exceptional circumstances will be agreed by the Risk Manager on a case-by-case basis.
- Any costs associated with the CRC are to be borne by the applicant.
- The CRC policy, procedure and associated documents will be overseen by the Finance and Governance Committee and managed by the WVFHC Risk Manager, who will be the General Manager unless otherwise designated.
- All information from the CRC is treated confidentially. Completed CRC forms will be securely stored and accessed by the Risk Manager. CRC forms will be destroyed when they expire or if individuals cease to require one by the WVFHC.

## **2. CRC Application Procedure**

- There are 2 options for completing a CRC - online through the Criminal Records Review Program or in-person at your local police or RCMP station.

### **2.1 Criminal Records Review Program:**

- The Criminal Records Review Program (CRRP) is a free on-line program operated by the Ministry of Justice. To submit an online request through the CRRP you must:
  - have a minimum Canadian credit history of at least 6 months
  - have been residing in Canada for 2 years or longer
  - be able to correctly answer a set of security questions unique to their personal credit history
  - have a current Canadian address
- Go to <https://justice.gov.bc.ca/eCRC/home.htm>. You will require an access code from WVFHC which is Z4GV99ZP6V.
- Complete the online application and submit the form. The results will be emailed to the WVFHC Risk Manager within about 10 days of application
- In some cases, you may be unable to complete the electronic identity verification and so the CRC cannot be completed online. In this case, a screen will appear listing all the information you entered and prompting you to print off the page and submit your application manually. Please bring this form to the WVFHC Risk Manager to have your ID checked manually prior to submitting to the CRRP.
- Individuals can also request to share their results between one or more organizations registered with the Criminal Records Review Program. Please visit <https://justice.gov.bc.ca/eCRC/home.htm> and select this option.

### **2.2 Police or RCMP CRC:**

- You can apply to the West Vancouver Police Department or the North Vancouver RCMP for a CRC in-person. This process can take 4 weeks or longer and may require fingerprint identification so please start the process as soon as possible.
- You can only apply for a CRC from the district where you reside. If you reside in West Vancouver, you must obtain your CRC from West Vancouver Police Department. If you reside in North Vancouver, you must obtain your CRC from the RCMP. Currently there is no charge for volunteers in North Vancouver and a \$22 fee in West Vancouver. This fee is not covered by WVFHC.
- You will need a letter from WVFHC stating you are a volunteer, proof of your address and 2 pieces of government-issued IDs, one with a picture. Please contact the WVFHC Risk Manager to receive a copy of the letter.

- The CRC results should be mailed to the WVFHC Risk Manager at PO Box 92018, West Vancouver V7V 4X4 or emailed to [emma@wfhc.com](mailto:emma@wfhc.com)

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