



## **Criminal Record Check Process**

In 2010 the British Columbia Soccer Association in response to Federal Regulation passed Rule 22 – Risk Management. This rule requires:

- *Every volunteer or employee of the Association or affiliated organization who at any time could be expected in the performance of their duties be with any minor aged person; must have on file the results of a Criminal Record Check completed within the previous 12 months from an agency approved by the Association*

The following information identifies the steps and documents required to complete the Criminal Record Check Process:

- More on Rule 22 – Child Protection Overview
- Letter to RCMP authorizing volunteers to have their Criminal Records checked
- Criminal Record Check form

In addition volunteers are also expected to complete:

- Risk Management Form A
- Risk Management Form B (for those who handle money)

Some volunteers may be required to have their fingerprints submitted to the Canadian Police Information Centre. If your fingerprints are required you will be contacted.

### **Risk Management Officer**

The Risk Management Officer for Peace Arch Soccer Club is Doug Kiloh.

### **Privacy**

All information collected during the Criminal Record Check process is kept according to the Privacy Policy of Peace Arch Soccer Club.