



INFORMATION NOTE TO GORGE VOLUNTEERS

Criminal Record Check Requirements

Criminal Records Check

At the 2011 BC Soccer Annual General Meeting the membership approved an important amendment regarding Rule 22 – Risk Management, which requires every volunteer or employee of an affiliated organization who at any time could be expected in the performance of their duties to:

- i) be with any minor aged person;
- ii) be entrusted with performing financial duties;
- iii) be responsible for book keeping or bank account(s);

must have on file the results of a Criminal Record Check completed within the previous **thirty-six(36) months** from an agency approved by the Association.

As such all coaches / managers directly involved with youth must undergo a criminal record check. If you did one last season (2010/2011) – it is still valid.

No fee should be charged as long as you present the attached letter including your name as a volunteer coach, to the appropriate police department. **You must appear at the police headquarters in the municipality you reside.**

The LISA Risk Management officer has liaised with all of the Police Departments to warn them that there will be an onslaught of requests by the soccer community on this.

General Rules / Process

Given that each police department has a different procedure and different form it is best to call / visit your local police office to confirm your requirements and forms. That said, the following **general** rules and process are followed...

Who Has to Do this?

- All Youth Team Coaches
- All Youth Teams Assistant Coaches
- All Youth Team Managers
- All Executive that deal with finances

What you will need to bring and need to know

- You must have the volunteer letter from Gorge Soccer Association
- Bring 2 pieces of ID, one with a photo
 - Primary government issued ID: Drivers License, Passport, BC ID, Status Card etc.
 - Secondary ID includes Care Card, Social Insurance Card.



- If the ID you will be using doesn't include your address it might be helpful to bring a piece of mail stating your name and address.
- There should be no cost to volunteers

General Steps To Follow:

- 1) Print the **Gorge Letter for Request of a Criminal Record Check (CRC)** and fill in your name (please print legibly)
 - This form lets the police know that you are a volunteer and there will be **no charge** for the criminal history check
- 2) Take the Gorge CRC Letter to your local municipal police/RCMP to get the check done.
 - ***You must go to the police / RCMP office in your home municipality.***
 - ***Bring your 2 pieces of ID along***
 - this is a **free service** provided by the police
- 3) Complete the police/RCMP's criminal history consent form
 - This form authorizes the police to do a criminal history check on you.
 - You may be able to complete the CRC request form beforehand (see table below) or you can fill out the form at the police station.
- 4) Wait for the CRC report
 - You may get the form sent via mail to your home address or you may have to return to the police station to pick up the CRC
 - Processing time varies but could be as long as 3 weeks so it is important to do this as soon as possible.
 - If your name matches the name of a known criminal, you may have to go through an addition step (finger prints)
- 5) Once you receive the completed CRC document bring it into the Gorge clubhouse or send via email (scanned copy)
 - Keep the original for your records
 - Gorge will keep the CRC document secure and private
- 6) Gorge Soccer Association will redirect the forms to LISA office to be added to the CRC database

Gorge has investigated the procedures and online forms from a number of local police department and this is presented in table below

Gorge Risk Management Coordinator

Charleen Salisbury, Assistant VP Youth Soccer
Risk Management Officer
Gorge Soccer Association
Hampton Park, Victoria, BC
Phone: 250-590-5956
Fax: 250-590-5166
Email: charleensalisbury@gorgesoccer.ca



Community of Residence	Police Department	Details
North Saanich Sydney	North Saanich / Sidney RCMP	<p>http://bc.rcmp.ca/ViewPage.action?siteNodeId=250&languageId=1&contentId=3138</p> <p>You must attend in person and supply at least one piece of Government issued id (ie: BCDL, Passport, etc) Criminal Record Checks are to be submitted during business hours only Monday - Friday. Pick up day is on Thursdays any time between 12:00 pm and 7:00 pm.</p> <p>The Applicant must attend on the designated pick up day in person. There will be no phone call, they are provided with pick up information when they submit the CRC. They can not release information to a third party.</p>
Central Saanich	Central Saanich Police Department	<p>http://www.cspolice.ca/Common_Questions/Criminal_Record_Checks.htm</p> <p>You must attend in person to the police station at 1903 Mt. Newton Cross Road, Saanichton, during office hours only. Office hours are 8 a.m. to 4:30 p.m. Monday through Friday.</p> <p>Applicants need to use the CSPS Criminal Record Information form and must be completed using ink. All completed forms must be picked up by the applicant.</p>
Saanich	Saanich Police Department	<p>http://www.saanichpolice.ca/about/admin/crc.html</p> <p>Saanich Police is open 24 hours a day. You can fill in the form ahead of time if you wish – follow this link http://www.saanichpolice.ca/about/admin/pdfs/Crim_Hist.PDF to get the form.</p>
Victoria Esquimalt	Victoria Police Department	<p>http://www.vicpd.ca/index.php/volunteer-police-record-checks</p> <p>These applications are accepted at: Victoria Police Headquarters at 850 Caledonia Avenue 7:00 am to 8:00pm seven days/week</p> <p>or</p> <p>Victoria Police West Division Office located in Esquimalt at 500 Park Place. Monday to Friday from 8:30am to 4:30pm</p> <p>Link to form ... http://www.vicpd.ca/uploads/crc/2010%20Police%20Record%20Check%20form%20(July).pdf</p>
Oak Bay	Oak Bay Police Department	<p>http://www.oakbaypolice.org/FAQ.html#criminal_record_checks</p> <ul style="list-style-type: none"> • You must be a resident of Oak Bay and produce proof of residency. • You must produce two pieces of identification, i.e.: Drivers License, Birth Certificate, Passport, Social Insurance Card, Care Card. • You must have a letter representing the organization you are applying to explaining the position you are applying for. • If you are applying for a volunteer position, the letter must indicate such. • We do not accept any Criminal Records Check application without a letter. • You must produce proof of payment.



View Royal Langford Colwood Highlands	Westshore RCMP	http://westshore.rcmp.ca/ViewPage.action?siteNodId=566&languageId=1&contentId=218 West Shore RCMP Detachment business hours Monday to Friday 8:30 am until 4:30 pm Saturdays & Sundays CLOSED. 698 Atkins Avenue Victoria, British Columbia V8N 5C2 PHONE: (250) 474-2264 FAX: (250) 474-8791 To process your request, we'll require the following from you: <ul style="list-style-type: none">• Two pieces of Government issued identification (ID): One picture ID and one other that shows your current address. Acceptable forms of identification are: Drivers License, British Columbia Identification, Passport, CareCard; and• paperwork from the second party who is requiring the Police Clearance Certificate, e.g. Consulate, agency, foreign employer.
Sooke	Sooke RCMP	Sooke RCMP Detachment Box 40 2076 Church Rd, Sooke, BC V0S 1N0 Phone: 250-642-5241

Note: This list was compiled from a brief survey of local police detachments. The process/procedures may be different in each case/location.