



BC HOCKEY BULLETIN

ISSUE #: 2017-028

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TO: BC Hockey Membership

FROM: Barry Petrachenko
Chief Executive Officer

SUBJECT: Insurance and Entrepreneurial or Private Instructors and Groups

Please note the following with respect to insurance coverage for BC Hockey members who enlist the services of entrepreneurial or private instructors and groups (e.g. power skating instructors, goaltender experts, dryland instructors, etc.)

In order for activities involving entrepreneurial or private instructors and groups to be sanctioned by BC Hockey, the following must apply:

1. All participating organizations and individuals must be members of BC Hockey.
 - a. Entrepreneurial or private instructors and groups can become Associate Members by way of the process set out below.
 - b. If an individual is already a member of BC Hockey, therefore registered with a member organization for the current season, they can still submit an Associate Member application to be posted on the list, but they will not be charged the insurance fee.
2. All instructors must be certified in Respect in Sport.
3. All instructors must fulfill the Criminal Record Check requirements.
4. Associations and teams must submit a Special Event Sanction form for the planned activities.

BECOMING AN ASSOCIATE MEMBER

Entrepreneurial or private instructors and groups must complete an Associate Membership Application and submit it to the BC Hockey office. The application is located on the applications page of the BC Hockey website - www.bchockey.net/Administration/Applications.aspx

Membership Fees: \$50.00 per Associate Member
\$16.15 per instructor that falls under a particular Associate Member (insurance fee noted in item 1.b above)





Application Process:

An individual wishing to become an Associate Member but who is not part of a larger organization may do so by applying as an Associate Member with only one (1) instructor.

An organization may become an Associate Member and list only some of their instructors if only those instructors will be participating in BC Hockey sanctioned events with our member teams and associations.

An organization wishing to add additional instructors after their application has already been submitted and approved may complete the *Associate Membership Application – Add Additional Instructors Application* on the applications page of the BC Hockey website.

Associate Members must re-apply annually for membership.

Other Requirements:

1. Respect in Sport Certification

The completion of this online course is a requirement prior to any private instructor being active in BC Hockey member programming. Direction on sign up for this course can be obtained from any Minor Hockey Association or the BC Hockey office. Instructors will be asked for proof of certification in this course prior to activity. Upon completion of the course a certificate is issued that can be used as proof of certification.

2. Criminal Record Check Requirements

Entrepreneurial or private instructors must have a Criminal Record Check (CRC) and Vulnerable Persons Check (VPC) completed and submitted to the BC Hockey office. A CRC must be renewed every three (3) years.

If you require a CRC be completed for BC Hockey, it should be done through the Ministry of Justice website using the following procedure (free of charge):

- a) Visit the Ministry of Justice's website: <https://justice.gov.bc.ca/eCRC/>
- b) Enter BC Hockey's unique access code: **FY4HH6R6BN**
- c) Additional information on the process can be found on our website: [CRC Info](#)

Once complete, the results will be delivered directly to BC Hockey's authorized contact person for privacy and confidentiality.

For more information about the BC Hockey Criminal Record Check Policy, please see the [BC Hockey Policy Manual](#). If you have any questions regarding CRCs, please send them to crc@bchockey.net.

ASSOCIATIONS AND TEAMS UTILIZING ENTREPRENEURIAL OR PRIVATE INSTRUCTORS

A list of approved entrepreneurial and private instructors and groups will be located in the Hockey Canada Registry (HCR). Minor Hockey Associations, Junior Teams and Senior Teams will have access to this list.





Minor hockey teams should contact their association to find out if an instructor or group is an Associate Member.

To access the list of approved entrepreneurial and private instructors and groups:

1. Log in to your HCR account.
2. Click on “Teams”
3. Search for teams called “Private Instructors.”
4. Instructors will appear as rostered members. Only instructors listed as “Approved” have fulfilled all the requirements.

Activities led by entrepreneurial or private instructors and groups fall outside of regular hockey programming, so associations and teams wishing to have these activities sanctioned should submit a Special Event Sanction Request Form. For more information about Special Event Sanctions, please visit the Special Events section of the BC Hockey website -

<http://www.bchockey.net/RiskManagement/SpecialEvents.aspx>

Please contact the BC Hockey office should you have any questions on the information above.