



**BC SOCCER**

*CRIMINAL RECORD CHECK  
"BEST PRACTICES / RECOMMENDATIONS"*

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## Foreword

Dear Member Organization Boards and Risk Management Officers,

On behalf of BC Soccer, I would like to thank you all for your on-going efforts to support the development of our game at all levels across our province; you are an integral part of the operation of soccer in BC.

In support of BC Soccer's YOUTHSAFE Program, which exists to promote the health, safety and protection of participants in the game of soccer in BC, while excluding from participation in its activities all persons who have been convicted of felonies, crimes of violence or crimes against persons; we are pleased to provide all member organizations with this Criminal Record Checks "Best Practices" / Recommendation document for your reference.

The objective of this document is for BC Soccer to provide our membership across British Columbia with procedural guidelines and recommendations for best practices on complying with Rule 22 – Risk Management as it relates to criminal record checks.

Again, many thanks to you all and we, as an association, look forward to continuing our working relationships and implementing a shared vision which supports the development of our game in British Columbia.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jason Elligott".

Jason Elligott  
Director of Community Development  
British Columbia Soccer Association



## BC Soccer Association

### Rule 22 – Risk Management

a) Every volunteer or employee of **BC Soccer** "the Association", age 19 and over, 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) or any other monetary duties;

must have on file the results of a specified Criminal Record Check completed within the previous 12 months from an agency approved by the Association.

b) Every volunteer or employee of an **affiliated BC Soccer organization**, age 19 and over who at any time could be expected in the performance of their duties to:

- i) be with any minor aged person must have on file the results of a Criminal Record Check completed within the previous 36 months from an agency approved by the Association
- ii) be entrusted with performing financial duties must have on file the results of a Criminal Record Check completed within the previous 36 months from an agency approved by the Association.
- iii) be responsible for book keeping, bank account(s) or any monetary duties must have on file the results of a Criminal Record Check completed within the previous 36 months from an agency approved by the Association.

c) Every Director of BC Soccer, Senior League, Youth District Association or Youth Club must have on file the results of a Criminal Record Check completed within the previous 36 months from an agency approved by the Association.

d) The type of Criminal Record Check submitted by volunteers is to be specified by BC Soccer.

The approved agencies for Criminal Record Checks are:

- RCMP
- Municipal Police Departments
- myBackCheck.com

### YOUTHSAFE Program

BC Soccer YOUTHSAFE Program Mission;

- a) Intends to foster safe circumstances for every youth who participates in any activity affiliated with BC Soccer.
- b) Intends to inform all coaches, trainers, managers, administrators, instructors, referees, volunteers, employees and parents of youth participants of the risks connected with youth programs.

The YOUTHSAFE PROGRAM of BC Soccer and its members should include:



- c) Written policies and procedures governing, hiring, training, supervision, investigation and hiring/dismissing of professional/administrative and volunteer staff.
- d) A Risk Management Officer (RMO) and alternate. Both positions should have a criminal record check, of less than 12 months old, on file.
- e) A means of identifying all coaches, trainers, managers and program administrators.
- f) The development and communication of the YOUTHSAFE guidelines to all coaches, administrators, volunteers, employees and parents of youth participants.
- g) A mandatory Respect in Sport certification for all coaches, managers and trainers. (See Appendix B for information on Respect in Sport)
- h) A means to perform criminal record checks (See Appendix C for more information).
- i) Monitoring the implementation of the above objectives.

The YOUTHSAFE Program needs to be a shared and cooperative program with a proactive vision for the betterment of the game. Ultimately, OUR success will be measured by the growth of the game, at all levels, in British Columbia.

For more detailed information on the YOUTHSAFE Program, please visit the Risk Management webpage on the BC Soccer website <http://bcsoccer.net/RiskManagement>

## *Introduction to Criminal Record Check "Best Practices"*

As the governing body for soccer in BC, the BC Soccer Association, in conjunction with all member organizations, are responsible for ensuring the all players, coaches, managers, referees, administrators, volunteers from the grassroots to the provincial level are participating within our game in a safe environment. At times, with the increasing number of individuals who affect the game, this represents various challenges. In order to meet these challenges, all the different types of member organizations within the family of soccer must take their share of responsibly.

## *Criminal Record Check Issuing Agencies*

Criminal record checks can be completed from approved agencies, which including the RCMP, Municipal Police Departments and BackCheck.com.

Any individual, who has completed a criminal record check for another organization within the last 4 months, is able to share this criminal record check with the club, district, or league; unless the club, district or league outlines within their Risk Management Policy that original criminal record check must be received.

## *Tracking & Storing of Criminal Record Check Information*

The reporting structure within our association is club to district/league to province to country.

What this means with regard to complying with Rule 22 is, it is the responsibility of the member organization's Risk Management Officer, where the activity takes place to ensure they have on file a valid criminal record check for every volunteer or employee who at any time could be expected in the performance of their duties to be with any minor aged person, be entrusted with performing financial duties, and / or be responsible for book keeping or bank account(s).



### Examples

- If the activity is taking place at a club level, the club must request and store the criminal record checks.
- If the activity is taking place at a youth district level, the youth district must request and store the criminal record checks.
- If the activity is taking place at a league level, the league must request and store the criminal record checks.

## ***Risk Management Officer Actions***

1. Request that all required individuals to complete / submit a criminal record check.
  - a. Some criminal record check issuing agencies provide free criminal record checks for volunteer or sports organization; therefore it may be beneficial to provide a letter to each individual outlining their role within the organization so it may be presented to the issuing agency (see Appendix A for sample letter).
2. Ensure you receive a criminal record check from all required individuals.
3. Review each submitted criminal record check to ensure there are no "flags" or "may or may not exist" items.
4. Should a criminal record check be submitted that does have a "flags" or "may or may not exist" items; consult the organization's Risk Management Policy for next steps. See "When Criminal Record Checks have "flags"" section for recommend steps.
5. Always keep everything confidential.
6. Never state names.
7. Document everything.
8. Annually report to your governing body (i.e. club to district);
  - a. The number of criminal record checks that where completed.
  - b. How many "flags" or "may or may not exist" items arose and advise whether or not the individuals remain as volunteers or not (don't state names).
9. Keep all criminal record checks on file, until such time as a new one is submitted for the same individual, then the outdated record can be destroyed.
10. Keep an annual record (i.e. excel spreadsheet) identifying the criminal record checks that have been completed.
11. Any Risk Management Officers who are in a governance position (i.e. district) should have communication to ensure that all organizations under their jurisdiction are being compliant and acting appropriately.
12. Annually BC Soccer will request from all member organizations a consolidated numbers of item 8 for review.

## ***When Criminal Record Checks have "flags"***

Should a criminal record check be submitted that does have a "flags" or "may or may not exist" items; consult the organizations Risk Management Policy for next steps. Below are recommended steps to handle these criminal record checks.

- a. Inform the individual that their criminal record check has been received with a "flags" or "may or may not exist"
- b. Ask what it could mean.
- c. Advise that in accordance with RCMP Canadian Police Information Centre (CPIC) regulations, in order for the organization to have a clear understanding of the details found on the criminal record check,



- the organization requests that they complete a fingerprint process with your Police Detachment. (see Appendix B for sample letter and more detail on process)
- d. When those results are submitted to the member organization, the Risk Management Officer (while working under the Risk Management Policy created by the organization) must be empowered to make a decision as to whether the organization is at risk if the individual continues as a volunteer. As part of that process the Risk Management Officer can discuss the situation in general specifics without names to get their Board's consensus. In doing so they need to document everything, advise the individual of the decision and keep everything confidential.
  - e. Always keep everything confidential.
  - f. Never state names.
  - g. Document everything.

### *Important Notes*

- Clubs cannot share criminal record check reports/results with another club or district unless they have the written consent of the individual involved.
- Youth Players playing on Adult (Senior) Teams whether it be on permit or full-time basis;
  - a) Coaches and Managers (Carded officials) for those specific teams are required to complete criminal record check.
  - b) Adult (Senior) Club volunteers (Directors) or employees of the Club must also complete criminal record checks.
- Risk Management Officers for any Club, District, or League who assign Adult Referees for any game (Youth or Senior) that involves the use of Youth Assistant Referees must have on file a criminal record check for each Adult Referee.
- Privacy surrounding the use of Canada Post to verify identification for criminal record checks process by backcheck.com;
  - "The software used in the transaction is a mail service legally protected by the Canada Post Corporation Act and compliant with the Criminal Code of Canada, PIPEDA, the Privacy Act, and the Evidence Act. The images are sent in a single transmission directly and securely to myBackCheck.com. Once the information is scanned, no electronic copy is stored within Canada Post's computers or servers."



**Appendix A – Sample Letter Requesting a Criminal Record Check**

**MUST BE ON MEMBER ORGANIZATION LETTERHEAD**

**INSERT DATE**

To Whom It May Concern:

Re: Criminal Record Check Request

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 36 months from an agency approved by the Association.

This letter is to verify and confirm **INSERT NAME OF INDIVIDUAL** is a volunteer with the **INSERT NAME OF MEMBER ORGANIZATION** and we require a criminal record check on file within our office.

Contact person at BC Soccer is;

**INSERT NAME OF MEMBER ORGANIZATION**  
c/o Risk Management Officer, **INSERT NAME**  
**INSERT MAILING ADDRESS**

Normally this is a free service as it is a requirement for your volunteer position within the Youth Soccer Community, however in some municipalities there is a minimal charge.

Should you have any further questions, please feel free to contact me.

Kind Regards,

**INSERT NAME**  
Risk Management Officer  
**INSERT NAME OF MEMBER ORGANIZATION**





**Appendix B – Sample Letter Requesting Fingerprints**

**MUST BE ON MEMBER ORGANIZATION LETTERHEAD**

**INSERT DATE**

Dear INSERT NAME,

Re: Criminal Record Check results

Thank you for taking the time to adhere to BC Soccer's Rule 22 – Risk Management by completing your Criminal Record Check at your local Police Detachment.

Upon our review of your Criminal Record Check result, it has been reported by your Police Detachment that a record may or may not exist. In accordance with RCMP Canadian Police Information Centre (CPIC) regulations, in order for us have a clear understanding of the details found on your Criminal Record Check, we request that you complete a fingerprint process with your Police Detachment.

Therefore, please request your local Police Detachment to complete a fingerprint report. This entails them sending your fingerprints to Ottawa where they will be processed and analyzed by the RCMP. The RCMP will, in turn, provide directly to you a detailed report on any findings that may exist that match your name and date-of-birth.

Once you receive this report, we respectfully request you submit this detailed report directly to **INSERT NAME OF MEMBER ORGANIZATION** attention the Risk Management Officer for final review.

Should you have any questions, please feel free to contact the undersigned.

Thank you for your cooperation and assistance.

Kind Regards,

**INSERT NAME**

Risk Management Officer

**INSERT NAME OF MEMBER ORGANIZATION**