



## MEMORANDUM

July 29, 2014

**TO:** BC Hockey Officials

**FROM:** Randy Henderson, BC Hockey President  
Barry Petrachenko, BC Hockey Executive Director

**SUBJECT:** 2014 - 2015 Officiating Program - Expiring CRC

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### Criminal Record Checks (CRC)

BC Hockey policy states that every official 18 years of age or older as of December 31, 2014 must have a valid Criminal Record Check (CRC) prior to the start of the 2014-2015 season.

A CRC is valid for three (3) seasons. Our records within the Hockey Canada Registry (HCR) show that your CRC completed during the 2011-2012 season is set to expire on **July 31, 2014**. Therefore a new CRC is required from you for the upcoming 2014-2015 season. **YOU WILL BE UNABLE TO REGISTER** for an HCOP clinic until your HCR profile has been updated with a valid CRC.

Good news for the 2014-2015 season is that a new online CRC submission process is in place through the BC Ministry of Justice. BC Hockey participants will no longer be required to visit their local police detachment to make this request. As a Volunteer with BC Hockey this submission is **FREE** of charge by using the online process outlined below. Understand that there is still an administrative time period necessary to process your CRC, so take that into account when submitting your request. It is advised that you make your online CRC request at least one (1) month in advance of the start of the clinic you wish to register for. Your completed CRC will be automatically sent to the BC Hockey office by the Ministry of Justice and it will be updated on your HCR profile.

### Online CRC Submission Process

#### 19 years of age or older

Officials 19 years of age or older can submit a CRC request online by using the link and access code provided;

1. <https://justice.gov.bc.ca/eCRC/>
2. Access Code: **FY4HH6R6BN**
3. The following PDF link provides a walk through guide to your online CRC submission should have any questions about the process:

<http://www.pssq.gov.bc.ca/criminal-records-review/shareddocs/walk-thru-guide.pdf>

For more information about the BC Hockey Criminal Record Check Policy, please see Section 1 of the

[BC Hockey Policy Manual](https://www.bchockey.net/Administration/ResourcesBCHockeyPolicyManual.aspx)  
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