



MEMORANDUM

June 26, 2017

TO: BC Hockey Officials

**FROM: Barry Petrachenko
Chief Executive Officer**

SUBJECT: 2017 – 2018 Officiating Program – Expiring CRC

BC Hockey policy states that officials 18 years of age or older as of December 31, 2017 must have a valid Criminal Record Check (CRC). A CRC is valid for three (3) seasons.

As of June 2017 the Hockey Canada Registry (HCR) shows that you do not have a current CRC or that your current CRC will expire on **July 31, 2017**. Therefore, a new CRC is required in advance of the 2017-2018 season. You will be unable to register for a Hockey Canada Officiating Program (HCOP) clinic until a new CRC has been updated to your profile.

As a volunteer with BC Hockey this submission is FREE by using the online process below. We recommend that you complete your online request ASAP, as significant delays can arise as the volume of requests increases towards the start of the season. Your completed CRC will be automatically sent to BC Hockey by the Ministry of Justice and be updated on your HCR profile by our office staff.

CRC Submission Process

1. Go to: <https://justice.gov.bc.ca/eCRC/>
2. Enter Access Code: **FY4HH6R6BN** and follow the submission instructions

NOTE: Be sure to keep your “Session ID” number for your records. Most submissions will be complete after step 2, noted above. However, in some situations you may be prompted online or by mail to complete one (1) of the following:

UNABLE TO VERIFY – PLEASE PRINT OUT: If you experience issues with the online program verifying your information, it may request you to print out the application. If this occurs, please sign the printed application and email or mail it to BC Hockey. You must include a legible scan or photo of two (2) pieces of government issued I.D. as part of this process. Your application and copies of ID can be sent to crc@bchockey.net or 6671 Oldfield Road, Saanichton BC V8M 2A1. Upon verification, BC Hockey will forward this information to the Ministry of Justice on your behalf for processing.

CONFIRMATION OF IDENTIFICATION: If requested to provide confirmation of identification, please email a legible scan or photo of two (2) pieces of government issued I.D. to crc@bchockey.net with your Session ID Number. Upon verification, BC Hockey will forward these copies to the Ministry of Justice.

FINGER PRINTING: If requested to complete Finger Printing, please do so at your local Police detachment ASAP. Send confirmation of your finger print submission to crc@bchockey.net. There may be a charge for the finger printing services dependent upon the police station you visit. Should you wish to be provided with a letter that identifies you as a volunteer with BC hockey to assist in potentially waiving this fee, please send your request to crc@bchockey.net

