



Morinville Minor Soccer Club

TITLE: Criminal Record Check (CRC)

POLICY # 2

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| Created: June 24, 2020 | Last updated: July 8, 2020 | Board Approved: July 8, 2020 |
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| Version No. | Effective Date | Significant Changes |
|-------------|----------------|---------------------|
| 1 | July 8, 2020 | None |

1.0 Purpose

Is to set the guidelines, regulations and procedures for administering the Criminal Record Check (CRC) for Morinville Minor Soccer Club (MMSC) Volunteers. This policy will outline the process to obtain a CRC and what the process is once a CRC has been completed.

2.0 Policy

2.1 All individuals performing the duties of Coach, Assistant Coach, or Bench Parent (Team Official) or any volunteer with MMSC shall be required to be screened. A CRC is required, that may include the Vulnerable Sector Check a form will be sent to you by MMSC Directors.

2.2 All information contained in the CRC provided to the MMSC shall remain confidential and will only be shared with MMSC Board Members that have been designated by the MMSC to oversee the CRC's.

2.3 All files pertaining to the CRC's for MMSC Team Officials shall remain on file with the MMSC for a minimum of 3 years from the time that the CRC was conducted. All files shall be stored in a secure location under the control of designated MMSC Board Member.

2.4 All information received from the CRC shall be reviewed by the MMSC designated Board Member.

2.5 Team Officials need to email completed CRC to mmscrimchecks@gmail.com where the designated MMSC Board Member will let the directors know if you are cleared.

2.6 A screened applicant may be disqualified and prohibited from serving as a Team Official at the sole discretion of the MMSC by the President or Vice President if the application is not cleared by the RCMP.