



## CRC Policy

## SPDSA Policy

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**Approval Responsibility:** Administration / Board of Directors

**Administrative Responsibility:** General Manager

### Policy Statement

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The purpose of this policy is to set the guidelines, regulations and procedures for administering the Criminal Record Check (CRC) for Sherwood Park District Soccer Associations (SPDSA) Volunteers. This policy will outline the process to obtain a CRC and what the process is once a CRC has been completed.

### Guidelines

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- 1) All individuals performing the duties of Coach, Assistant Coach, or Bench Parent (in each case a "Team Official") shall be subject to a CRC that includes the Vulnerable Sector Check.
- 2) All CRC's for Team Officials shall be conducted using a nationwide search of all city and state databases, as determined by the local law enforcement authorities.
- 3) All information contained in the CRC and provided to the SPDSA shall remain confidential and will only be shared with SPDA staff members that have been designated by the SPDSA, as directed by the General Manager, to oversee the CRC's.
- 4) All files pertaining to the CRC's for SPDSA Team Officials shall remain on file with the SPDSA 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 SPDSA staff, as directed by the General Manager.
- 5) All information received from the CRC shall be reviewed by the SPDSA General Manager or his/her designee.
- 6) An applicant may be disqualified and prohibited from serving as a Team Official at the sole discretion of the SPDSA General Manager.

## Procedure

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- 1) Coach to obtain a signed CRC authorization letter from the SPDSA office. The CRC's is provided free of charge when this authorization letter is provided to an RCMP detachment.
- 2) If you do not reside in Edmonton, take the letter to an RCMP detachment. If the individual resides in Edmonton, CRC's must be obtained via EPS (Edmonton Police Services) and may take 3 weeks to receive the report.
  - a) When the team official is required to have the CRC done in Edmonton, the SPDSA will reimburse the cost for completing the CRC, with supporting expense report and receipts.
- 3) Once report is received from RCMP it is brought into the SPDSA office where it will be entered into the SPDSA system and filed.
- 4) The report will either state that the Vulnerable Sector Check (VSC) has been performed and the person is cleared, or it will state that fingerprints are required for clearance.
  - (a) If CRC is clear, a copy will be retained by the SPDSA and if the Team Official participates in the EIYSA league a copy will be submitted to the EIYSA office.
  - (b) If fingerprints were required, the report will be sent directly to the Team Officials residence (this takes approx. 3 months). The Team Official will then be required to provide the original report to the SPDSA.
  - (c) EIYSA Team Officials will follow the EIYSA procedure as outlined in section the EIYSA Procedure below
- 5) Once report is received in the office, the expiry date of the CRC will be entered into the SPDSA's data base.

## EIYSA Procedure

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EIYSA has a policy to deal with Security Clearances (SC) and CPIC's, as tighter procedures within the City Police and RCMP have resulted in an increase in the number of security clearances being deferred.

The following procedure applies for individuals whose SC applications have been deferred and they are required to submit their finger prints. In order to be considered to be registered as a team official, the individual must complete a Statutory Declaration and submit it to their club. The club then reviews it and decides if they wish to proceed. If they do, then the Club will prepare a Letter of Responsibility on club letter head signed by an authorized representative. Both documents must be submitted to EIYSA office for consideration.

For those whose SC application has been deferred, they must continue to complete the finger print submission process and obtain a valid clearance before they will be eligible to participate as a team official the following season. EIYSA and the club will review all results from the fingerprinting process. Individuals whose SC/CRC applications have a negative result cannot repeat this process.