



BC HOCKEY INFO BULLETIN

ISSUE #: 2012-16-I

August 1, 2013

TO: BC Hockey Membership

FROM: Barry Petrachenko
Executive Director

SUBJECT: Criminal Record Check Information Sheet

Please note the following information intended to assist members in addressing inquiries relative to the Criminal Records Check and Vulnerable Persons Check required by BC Hockey Policies and Regulations.

The following questions and answers regarding criminal record checks and vulnerable person checks have been compiled from questions that BC Hockey has received.

1. Where can I find information about BC Hockey's criminal records check and vulnerable persons check requirements?
 - A. The BC Hockey Criminal Records Check Policy can be found in Section 1 of the BC Hockey Policy Manual. If you do not have a hard copy of the policy manual, you can view it online at <https://www.bchockey.net/Administration/ResourcesBCHockeyPolicyManual.aspx>
2. Does BC Hockey require anyone other than HCOP officials over the age of 18 to complete criminal records check and vulnerable persons check?
 - A. Yes. HCOP Officials who are 18 years or older are the largest group of BC Hockey members that complete criminal records check and vulnerable persons check for the Branch. Other BC Hockey positions that must complete Branch criminal records check and vulnerable persons check include, but are not limited to, executive members, district and divisional coordinators, course conductors, high performance staff, Major Midget League staff and office staff. Although it is often not the standard practice of many RCMP or Police detachments for applicants aged 23 years and under, please note that all those who are required to obtain a CRC for their role as a volunteer with BC Hockey are required to obtain a VPC, regardless of age. BC Hockey suggests taking a copy of this bulletin along with you when requesting your CRC. When submitting CRC documentation it is important to clearly outline the activity it is required for, e.g. officiating.
3. Why doesn't BC Hockey require every minor hockey coach, manager, etc. to complete a criminal records check and vulnerable persons check?




BC HOCKEY INFO BULLETIN

- A. Because Minor Hockey Associations appoint positions such as team coaches and managers, whereas an official is considered a Branch appointment, it is the responsibility of the MHA to develop their own criminal records check and vulnerable persons check policy to cover those members. CRCs submitted by people appointed by their MHA will not be processed by the BC Hockey office, please submit these directly to your association.
4. How often does someone need to have a criminal records check and vulnerable persons check done for BC Hockey?
- A. For most positions, a criminal records check and vulnerable persons check must be repeated every three seasons. For BC Hockey board members and permanent staff, a criminal records check and vulnerable persons check must be repeated every five seasons. Please keep in mind that an association may require that a new criminal records check and vulnerable persons check be completed more frequently.
5. How is it determined to which season a criminal records check and vulnerable persons check will be credited (i.e., what dates are used to define a season)?
- A. For criminal records check and vulnerable persons check, BC Hockey defines the season for submission as May 1 through April 30. However, a criminal records check and vulnerable persons check will expire on July 31 of the expiry year. This gives a three-month overlap for individuals to renew their criminal records check and vulnerable persons check without it expiring.
- For example: For a criminal records check and vulnerable persons check that needs to be renewed every three seasons, a criminal records check and vulnerable persons check completed on May 1, 2012 will be considered as submitted for the 2012-2013 season and will expire July 31, 2015. However, a criminal records check and vulnerable persons check completed April 30, 2012 will be credited to the 2011-2012 season and will, therefore, expire on July 31, 2014.
6. How can I tell if my criminal records check and vulnerable persons check is up to date?
- A. Criminal records check and vulnerable persons check that have been satisfactorily completed for BC Hockey (and the record is either clear or OK) will be posted in an individual's HCR (Hockey Canada Registry) profile and, where applicable, eLearning profile. It will show up under clinics and under qualifications and have an expiry date. If an individual has an eLearning account, that individual can view his or her own profile. In addition, all registrars have access to relevant profiles on the HCR. Individuals who don't have an eLearning account can contact their registrar.



BC HOCKEY INFO BULLETIN


Clinics




SEASON	QUALIFICATION	DEFAULT LEVEL	CITY	ATTENDED	PASSED	CERTIFIED	START DATE	ACTION
2012-2013	*Criminal Record Checks	Passed (GR-CRC-P)	Saanichton			√	2012-05-01	Open
2010-2011	*Coach - Developmental 1	Certified(CO-D1C)	Creston	√	√	√	2010-11-26	Open
2001-2002	SPEAK OUT	-		√	√	√	2001-12-05	Open

Qualifications

[Add](#)



SEASON	QUALIFICATION	LEVEL	CARD NUMBER	ATTENDED	PASSED	CERTIFIED	EXPIRATION DATE	ACTIONS
2012	*Criminal Record Checks	Passed (GR-CRC-P)				√	2015-07-31	Open
2010	*Coach - Developmental 1	Certified(CO-D1C)		√	√	√	1900-01-01	Open
2001	SPEAK OUT	-		√	√	√		Open



7. What methods are available for completing a criminal records check and vulnerable persons check for BC Hockey?

A. Criminal Records Check and Vulnerable Persons Checks can be completed by attending a police detachment.

- When a criminal records check and vulnerable persons check is completed through a police detachment, BC Hockey must be sent the original. The only exception is that a police detachment may fax the criminal records check and vulnerable persons check directly to BC Hockey, and it must be obvious that the fax was sent by a police detachment (i.e. coversheet). All other faxes, copies and scans will not be accepted. Please note that you must attend the RCMP detachment or Police Department in your home area.

8. Why won't BC Hockey accept a fax, copy or scan of a criminal records check and vulnerable persons check completed through a detachment?

A. In the event that an unscrupulous individual attempts to alter the results of his or her CRC and VPC, it is more difficult to tell when it comes in via fax, copy or scan. We have received at least one criminal records check and vulnerable persons check that had white out on it. Fortunately we were able to confirm with the detachment that the white out was added by one of their officers.

9. What information does a criminal records check and vulnerable persons check look for?

A. The criminal records check and vulnerable persons check done through a detachment can report on:

1. Convictions
2. Pending charges
3. Pardoned sexual offenses
4. Convictions that were given a conditional sentence and the conditions have been met (i.e., the individual technically no longer has a conviction) but the details remain on the individual's record



BC HOCKEY INFO BULLETIN

5. Any local activity involving interaction between an individual and law enforcement, including things like noise complaints and speeding tickets

10. What if I don't have a record, but my criminal records check and vulnerable persons check indicates that there may be a record?

- A. In a few rare cases, an individual with a clean record will have an identity very similar to an individual who has a record. In these instances, the individual with the clean record will need to attend their local police detachment to have fingerprints taken to verify that the individual is not the one with the record. There is usually a charge for this service and the processing of fingerprints can take up to six months. Your criminal records check and vulnerable persons check will only be considered complete after BC Hockey has received the fingerprint results.
- B. In the event that you have been advised that there is a significant delay in this process, please forward a copy of your receipt from the RCMP to show that this process is underway. Pending review by our Back check representative we may be able to mark you approved in the interim until your documentation is completed.

11. What if I have a record?

- A. Having a record doesn't automatically prevent someone from holding a Branch-appointed position. Each case is reviewed individually. BC Hockey requires that the record details be disclosed to them by a police detachment (please see below: "How do I get my record disclosed to BC Hockey by a police detachment?"). Once BC Hockey has that information, the record will be reviewed and a decision will be made regarding whether the individual is considered to be a threat. Only those individuals who are deemed to be a threat will be contacted by BC Hockey. In the event that an individual is deemed to be a threat, that individual may appeal the decision (details of how to appeal will be provided to the individual when they are informed of their criminal records check and vulnerable persons check status by BC Hockey). A criminal records check and vulnerable persons check will only be considered complete after BC Hockey makes a decision about the results.

12. How do I get my record disclosed to BC Hockey by a police detachment?

- A. Please contact the detachment to obtain such documentation. Please note that this disclosure must be in writing.

If you have any additional questions regarding not covered above, please contact the BC Hockey office.