



BC HOCKEY BULLETIN

ISSUE #: 2014-032

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TO: BC Hockey Membership

FROM: Barry Petrachenko
Executive Director

SUBJECT: Insurance and Entrepreneurial or Private Instructors and Groups

Please note the following with respect to insurance coverage for BC Hockey members who enlist the services of entrepreneurial or private instructors and groups (i.e., power skating instructors, goaltender experts, dryland instructors, etc.)

In order for activities involving entrepreneurial or private instructors and groups to be sanctioned by BC Hockey, the following must apply:

1. All participating organizations and individuals must be members of BC Hockey.
 - a. Entrepreneurial or private instructors and groups can become Associate Members by way of the process set out below.
 - b. If an individual is already a member of BC Hockey, such as through a minor hockey association, they can still submit an Associate Member application to be posted on the list, but they will not be charged the insurance fee.
2. All instructors must be certified in Respect in Sport.
3. All instructors must fulfill Branch Criminal Record Check requirements.
4. Associations and teams wishing to use entrepreneurial or private instructors and groups must submit a Special Event Sanction form for the planned activities.

BECOMING AN ASSOCIATE MEMBER

Entrepreneurial or private instructors and groups must complete an Associate Membership Application and submit it to the Branch. The application is located on the applications page of the BC Hockey website at:

www.bchockey.net/Administration/Applications.aspx

Membership Fees: \$50.00 per Associate Member
\$16.15 per instructor that falls under a particular Associate Member



APPLICATION PROCESS

An individual wishing to become an Associate Member but who is not part of a larger organization may do so by applying as an Associate Member with only one instructor.

An organization may become an Associate Member and list only some of their instructors if only those instructors will be participating in BC Hockey sanctioned events with our member teams and associations.

An organization wishing to add additional instructors after their application has already been submitted and approved may complete the *Associate Membership Application – Add Additional Instructors*.

Associate Members must reapply annually for membership.

OTHER REQUIREMENTS:

1. RESPECT IN SPORT CERTIFICATION

The completion of this online course is a requirement prior to any private instructor being active in BC Hockey member programming. Direction on sign up for this course can be obtained from any minor hockey association or the BC Hockey office. Any instructor will be asked for proof of certification in this course prior to activity. Upon completion of the course a certificate is issued that can be used as proof of certification.

2. CRIMINAL RECORD CHECK BRANCH REQUIREMENTS

Entrepreneurial or private instructors must have a Criminal Record Check (CRC) and Vulnerable Persons Check (VPC) completed and submitted to BC Hockey. A CRC must be redone every three (3) years.

If you require a Criminal Record Check completed for BC Hockey, it should be done through the Ministry of Justice website using the following procedure (free of charge):

- a. Visit the Ministry of Justice's website: <https://justice.gov.bc.ca/eCRC/>
- b. Enter BC Hockey's unique access code: **FY4HH6R6BN**
- c. The following PDF link provides a walk through guide to your online CRC submission should you have any questions about the process:

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

Once complete, the results will be delivered directly to BC Hockey's authorized contact person for privacy and confidentiality.

The Ministry of Justice online Criminal Records Review Program allows you to share your Criminal Record Check between organizations that are enrolled in the online service and additional information can be found on their website at www.pssg.gov.bc.ca/criminalrecords-review/index.htm.



If you have any questions regarding CRCs please send them to crc@bchockey.net.

For more information about the BC Hockey Criminal Record Check Policy, please see Section 1 of the [BC Hockey Policy Manual](#).

ASSOCIATIONS AND TEAMS WISHING TO UTILIZE ENTREPRENEURIAL OR PRIVATE INSTRUCTORS

A list of approved entrepreneurial and private instructors and groups will be located in the Hockey Canada Registry (HCR). Minor Hockey Associations, Junior Teams and Senior Teams will have access to this list.

Minor hockey teams should contact their Association to find out if an instructor or group is an Associate Member.

To access the list of approved entrepreneurial and private instructors and groups:

1. Log in to your HCR account.
2. Click on "Teams"
3. Search for teams called "Private Instructors."
4. Instructors will appear as rostered members. Only instructors listed as "Approved" have fulfilled all the requirements.

Activities led by entrepreneurial or private instructors and groups fall outside of regular hockey programming, so Associations and teams wishing to have these activities sanctioned should submit a Special Event Sanction Request Form. For more information about Special Event Sanctions, please visit the Special Events section of the BC Hockey website at:

<http://www.bchockey.net/RiskManagement/SpecialEvents.aspx>

Please contact the BC Hockey office should you have any questions.