



Campbell River Youth Soccer Association

Criminal Record Check Policy and Procedure

Policy

Campbell River Youth Soccer Association (CRYSA) is committed to providing a safe environment for players and volunteers. Our policy and procedures are in line with BC Soccer and are designed to protect our children from exposure to unnecessary risks to their health and safety.

In accordance with the BC Soccer Criminal Record Check Policy, all Directors, Coaches, Assistant Coaches, Managers, Adult Referees, Volunteers, etc. (Applicants) who are 19 years and older, that have direct or indirect contact with players or parents/guardians **must** complete a Criminal Record Check (CRC) every three (3) years. Applications for a CRC must be submitted within the first two (2) weeks of the start of the season, and in the case of a Director, within the first two (2) weeks of accepting the position. In the case that an Applicant begins later in the season, they have two (2) weeks to submit their application. Any Applicant failing to comply with these deadlines will be automatically removed from their position and will be notified by CRYSA's Director of Volunteers. In order to provide accurate, quick, and reliable background CRC's, CRYSA utilizes the services of the Justice Institute of British Columbia which is an effective solution for volunteer screening in the Not-For-Profit sector.

Occasional Volunteers are those volunteers who participate once a month or less or on a "one-off" basis and are not required to complete a CRC. Occasional volunteers must work with another volunteer who has completed a CRC.

Procedure

Once an Applicant has been identified to CRYSA, the CRYSA Director of Volunteers will email an electronic invitation to direct the person to the program site. The Applicant will be responsible for filling out the online form by accessing <https://justice.gov.bc.ca/eCRC/> using the code: LEVY6G9JP2 or, if the Applicant cannot do it electronically they can contact the Director of Volunteers for assistance in generating a manual CRC. CRYSA will sponsor the cost of the check. The Director of Volunteers will be informed of the results.

When a criminal record check identifies problem areas for an Applicant, the CRYSA Director of Volunteers will contact the Applicant for additional information. If the identified problem poses a risk to program participants, an Applicant may be prevented from working with participants. Applicants affected by this process may appeal to the CRYSA Executive.



If any Applicant is charged with or convicted of an offence, that person must report the charge or conviction to CRYSA's Director of Volunteers within 24 hours. CRYSA's Director of Volunteers must request within 24 hours that the charged or convicted person obtain a new Criminal Record Check, Vulnerable Sector Check or Enhanced Police Information check (if applicable) and determine, within timelines specified by CRYSA, if that person is suitable to continue carrying out his or her duties.

CRYSA follows the BCSA Criminal Record Check Policy. More in depth information can be found at;

https://bcsoccer.net/files/AboutUs/BylawsRulesRegsPolicies/bc_soccer_criminal_record_check_policy_september_2020.pdf