



Policy Type: Operational

Policy Name: Criminal Record Check

Terms

'**Team Officials**' refers to Coaches, Assistance Coaches and Team Managers

Description

The Beaumont Soccer Association requires all Coaches, Assistance Coaches and Team Managers to have a current, satisfactory Criminal Record Check.

The Criminal Record Check must have been completed within the last three years in order to be considered 'current'.

The Beaumont Soccer Association will provide all Team Officials with a Criminal Record Check Information Letter for them to fill out and take to the RCMP. This letter must be an original signed by a Beaumont Soccer Association Executive member.

Current Criminal Record Checks (including vulnerable sector check) that have been completed for another organization will be accepted.

In the course of the RCMP processing the Criminal Record Check, the Team Official may be required to submit to a fingerprint check.

The RCMP usually do not charge volunteers for the Criminal Record Check processing, however, if the Team Official incurs an expense when applying for a Criminal Record Check for the Beaumont Soccer Association, they can submit an expense claim (refer to the Expense Claim Policy) as long as they provide a receipt.



Enforcement Procedure

Team Officials must provide a CRC prior to the start of the season. However, BSA will allow an extension on this deadline only if the process has been prolonged due to a fingerprinting requirement.

If a coach's Criminal Record Check is not cleared by the RCMP, the coach will be asked to provide a copy of their criminal record to the Beaumont Soccer Association board. If the conviction does not represent a threat to player safety or well being, the coach may continue to coach at the discretion of the Beaumont Soccer Association board.

Team Officials who fail or refuse to provide a satisfactory CRC will be asked to resign their position.

The date of the Criminal Record Check will be saved in the Beaumont Soccer Association database. If the original was provided, it will be mailed back to the Team Official upon confirmation of their mailing address, or given to them in person.

The Team Official will be notified in subsequent seasons if their Criminal Record Check is coming up for renewal or is no longer current.

Approved on Date: Approved Jan 13, 2013

Change Control

Change Description	Approved on Date