

## **CCBC Criminal Record Check Policy**

Cross Country BC requires a criminal record check for all coaches (employee or volunteer) and other individuals whose position with Cross Country BC is one of trust or authority, and who deal with children and youth involved in Cross Country BC activities (i.e. provincial camp, provincial team trips to competitions)

- The criminal record check will be specifically for 'relevant offences' regarding the vulnerable sector as defined in the Criminal Records Act, RSBC.
- Each applicant must be informed of the requirement of the act and that the criminal record check they are authorizing covers the relevant offences for working with children.
- Each applicant must complete and sign a 'Consent to a Criminal Record Check' form.
- The applicant's original signed consent form must stay on file at the Cross Country BC office for five years.
- Mandatory rechecks are required every five years for employees / contractors whose employment with Cross Country BC is continuous, and every two years for volunteers and employees / contractors whose employment with Cross Country BC is not continuous.
- Criminal record check documentation will be the responsibility of a designated staff person and kept on file in a confidential location at the Cross Country BC office.
- Cross Country BC criminal record check documentation will not be shared with member clubs or any other organizations or individuals.
- Positions that require a criminal record check include, but are not limited to the following:
  - ✓ CCBC office staff
  - ✓ CCBC coaching staff / contractors
  - ✓ Provincial Coaching Experience (PCE) coaches
  - ✓ Individuals designated as coaches or helpers who are likely to be supervising athletes under 18 years of age at provincial camps or on provincial team trips to competitions (i.e. National Championships)

*CCBC Board of Directors, Oct 30, 2013*