



**BC SOCCER**

**GOOD PRACTICE GUIDE  
CRIMINAL RECORD CHECK PROCEDURES**

JANUARY 2018

## INTRODUCTION

As the governing body for soccer in British Columbia, BC Soccer, in conjunction with its members and affiliated clubs, is responsible for providing safe environments for every participant of our game. One way to mitigate safety risks is to ensure that, per BC Soccer's Criminal Record Check Policy, adults aged 19 years and older submit a valid Criminal Record and/or Vulnerable Sector Check to the organization they work or volunteer with. Further, that the results of those checks are confidentially reviewed by that organization, and appropriate action is taken if needed.

The objective of this document is to provide procedural guidance and recommendations for complying with BC Soccer's Criminal Record Check Policy.

## RISK MANAGEMENT OFFICER DUTIES RELATED TO CRIMINAL RECORD CHECKS

While the role of the Risk Management Officer is not limited to conducting the Criminal Record Check Process, as it relates, the key functions of the Risk Management Officer are:

- Follow BC Soccer's Criminal Record Check Policy
- Communicate to those requiring a criminal record check and/or vulnerable sector check
- Be transparent about the process
- Track and manage CRCs/VSCs as they are submitted
- Make decisions when CRCs/VSCs have positive results or flags (which may be in conjunction with a committee or board)
- Ensure confidentiality at all times
- Document everything related to a check
- Follow up as valid CRCs/VSCs expire
- Provide a Criminal Record Check report annually and report any new convictions to their direct governing body as needed.
- Ensure all files and records are securely stored

## PROCESS OVERVIEW

The general process for conducting Criminal Record Checks is:

1. The Risk Management Officer sends a request to those individuals clearly stating that they are required to submit a CRC and/or VSC
2. The individual submits their CRC and/or VSC
3. The CRC/VSC is reviewed for positive results and or flags
  - a. If there is a positive result or flag, more information and/or fingerprints results are requested and submitted to the Risk Management Officer
4. A decision is made as to whether the individual can continue in their role
5. The Risk Management Officer informs the individual of the decision
6. The Risk Management Officer tracks, manages and keeps a record of completed CRCs/VSCs
7. The Risk Management Officer reports to the organization's direct governing body

### Important Procedural Notes

- Always keep everything confidential
- Never state names
- Document everything
- All communication should be in writing

## **REFUSAL TO COMPLY**

If an individual refuses to consent to or submit a CRC/VSC, the individual cannot continue to participate and will be dismissed from their position in the club.

## **WHEN CRIMINAL RECORD CHECKS HAVE POSITIVE RESULTS OR “FLAGS”**

Risk Management Officers are to act within 24 hours should a criminal record check have an offence (i.e. positive result) listed, “flags” or “may or may not exist” items.

As a part of the processes below, the Risk Management Officer must be empowered to decide whether the organization is at risk if the individual continues in their role/capacity. As part of that, the Risk Management Officer may discuss the situation in general specifics without names with a committee or the Board to gain consensus. In doing so they need to document everything, advise the individual of the decision and keep everything confidential.

### **Some criteria to evaluate offences listed on a Criminal Record Check includes:**

- the number and nature of the offence(s)
- date of the offence
- sentence
- age of the offender at the time of the offense(s)
- rehabilitative achievements of the offender which indicate that the behavior is unlikely to reoccur
- any other factor that the Member Association deem appropriate

### **If a criminal record check has an OFFENCE(S) listed:**

1. Inform the individual that:
  - a. Their criminal record check has been received with positive results listed
  - b. Their criminal record check/offense(s) will be reviewed to determine if the individual is able to continue participation within their current role/capacity
    - i. If appropriate depending on the identified offence, their position/role has been suspended pending a complete review of the Criminal Record Check
2. Ask the individual to provide more detail regarding the offence in writing
3. Review the offence and additional information provided
4. Follow up with the individual accordingly. If the individual is dismissed (i.e. no longer able to participate), the individual must be given information about the appeal process
5. Store the results with communication in a safe place with secure access

### **If a criminal record check has “FLAGS” or “MAY OR MAY NOT EXIST” items:**

1. Inform the individual that:

- a. Their criminal record check has been received with a “flag” or “may or may not exist” item(s)
  - b. Their criminal record check/offense(s) will be reviewed to determine if the individual is able to continue participation within their current role/capacity
    - i. If appropriate depending on the identified offence, their position/role has been suspended pending a complete review of the Criminal Record Check
2. Ask the individual to provide more detail of what the flag could mean in writing
3. Advise that in accordance with RCMP Canadian Police Information Centre (CPIC) regulations, in order for the organization to have a clear understanding of the details found on the criminal record check, the organization requests that they complete a fingerprint process with the individual’s Police Detachment.
4. Review the results for decision as needed
5. Follow up with the individual accordingly. If the individual is dismissed (i.e. no longer able to participate), the individual must be given information about the appeal process.
6. Store the results with all communications in a safe place with secure access

## **TRACKING & STORING CRIMINAL RECORD CHECK INFORMATION**

The CRC/VSC is an important document which contains sensitive personal information. Note, criminal record check reports/results cannot be shared with another organization unless they have the written consent of the individual involved.

Hard copies of CRC/VSCs should be stored by the Risk Management Officer in a in a secure, locked and confidential file that is accessible only to authorized personnel. Electronic copies of these documents should not be stored. Keep all criminal record checks on file, until such time as a new one is submitted for the same individual, then the outdated record can be destroyed.

For those individuals who are dismissed or suspended upon reviewing the results of their CRC/VSC, the relevant police information (e.g. finger print confirmation if done) and reason for dismissal should be kept indefinitely in a secure, confidential locked file. (Purpose for keeping the forms is to ensure that the volunteer does not attempt to come back to the organization after a few years).

## **REPORTING**

The reporting structure within BC Soccer is affiliated club to Youth District/Adult League to BC Soccer and BC Soccer to country. Associate Members report directly to BC Soccer.