



Coach Information 2018

P.O. Box 4210
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www.bvsoccer.ca

Dear Coaches and Assistant Coaches,

Thank you for volunteering for the 2018 soccer season. In order to promote the health, safety and protection of participants in the game of soccer, BVSS is asking all coaches and assistant coaches to complete a criminal record check, which is free of charge for volunteers such as yourselves.

The form to request the criminal record check can be completed online at:

<https://justice.gov.bc.ca/eCRC/>

BVSS access code: CH547KQPVF

A guide to the online process can be found at the web address below:

<http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/criminal-record-check/walk-thru-guide.pdf>

Have your driver's licence handy as the number is used to verify your identity in the online process. When you fill in the online form, enter Coach as your Position/Job Title.

After you have completed the online application process, a confirmation screen will show that you have successfully applied for the record check and will display a Service # for your application. So that BVSS can track completed applications, please e-mail the Service #, or a screenshot of the confirmation screen, to BVSS using e-mail address safety@bvsoccer.ca

If you have questions or difficulties completing the application, please e-mail safety@bvsoccer.ca

After your application is processed, BVSS will receive confirmation by e-mail that no record was found, and we will inform you of this outcome.

Unfortunately, many individuals with no criminal record are flagged for fingerprint screening because their name or date of birth matches an entry in the offender database. Do not be alarmed if this happens to you, as it is a common occurrence. BVSS will not be initially notified of the status of flagged applications. If you are flagged, you will receive a form in the regular mail, which you'll need to take to the RCMP detachment to get fingerprinted, with the form going to Ottawa for processing. BVSS will be notified when the record check is complete, and will inform you of the outcome.

If you are flagged and do not complete the fingerprinting within 60 days to move the application forward, you will be mailed a reminder letter. If after receiving the reminder letter you do not complete the fingerprinting in a timely manner, BVSS will be notified that your application was abandoned.

The charge for the fingerprinting in Smithers is \$25, and the RCMP detachment only accepts debit or credit card (no cash or cheques). If flagged, you will need to pay for the fingerprinting but BVSS will reimburse you for your cost.

Thank you for volunteering to coach this year, we hope you have a great season.

Bulkley Valley Soccer Society