



BC Rhythmic Sportive Gymnastics Federation

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COACHES CRIMINAL RECORD CHECK **DEADLINE November 15th, 2005**

Every coach (over the age of 18) must have a criminal record search performed to be in compliance with provincial law, as stated in BCRSGF's Policy and Procedure Manual: "As of May 2005, all coaches who wish to be members of BCRSGF must complete and file a criminal record's [check]." **This needs to be updated every 5 years**, otherwise the coach risks being placed in "bad standing" with BCRSGF, which means he/she will not be insured.

In order for your club to receive a copy for your files, the coach must request BCRSGF to release the copy to your club. This request may be by email from the coach's home email or by letter, but not by fax, and should be directed to the BCRSGF office.

Please contact your local police department for more information. Fees vary from district to district. You will need a *Consent for Criminal Record Search Form* signed by the Authorizing agency, a Primary piece of ID (Driver's License, BCID card, Passport, or Status Card), and a Secondary piece of ID (Care Card or Birth Certificate).

In accordance with the BC Personal Information Protection Act (PIPA), BCRSGF collects this information to ensure all registered coaches are in compliance with provincial law. The information is not circulated and is kept in locked storage. Individual records may be referenced only for BCRSGF's own purposes, on request by the coach concerned, or as otherwise mandated by the Act.

Please note that it is a provincial law for all employees working with children to submit a criminal record check to their employer. Here is an excerpt taken from the Criminal Records Review Act, Chapter 86.

General duty of employers

8 (1) *An employer must ensure that every individual who is hired for employment involving work with children and every employee who works with children undergoes a criminal record check.*

(2) *Despite subsection (1), an employer must not require an applicant for employment to authorize a criminal record check unless the employer has offered employment to the applicant.*

(3) *The employer must inform individuals of the requirements of this Act if those individuals are employed by or are applicants for employment with the employer in a job that involves working with children.*

Applicants for employment

9 (1) *When an individual is offered employment that involves working with children, the individual must provide a criminal record check authorization to the employer.*

(2) *An employer must not employ an applicant in a job that involves working with children unless the applicant has provided the criminal record check authorization in accordance with subsection (1).*

Existing employees

10 (1) *An employee who works with children must provide a criminal record check authorization to his or her employer.*

(2) *If an employee does not provide a criminal record check authorization as required by subsection (1) or section 12,*

(a) *the employee must not work with children until the employee has provided the criminal record check authorization, and*

(b) *the employer of the employee must ensure that the employee does not work with children until the employee has provided a criminal record check authorization.*

If you would like to read more about the Criminal Records Review Act please check out this website:

http://www.qp.gov.bc.ca/statreg/stat/C/96086_01.htm#section2