

Cariboo Ski Touring Club

Policy and Procedures for Criminal Records Checks (CRC) (Volunteers working with Children and Vulnerable Adults)

The Cariboo Ski Touring Club has adopted the following policy for CRC's:

1. All volunteers working unsupervised with children and vulnerable adults need to have a CRC completed every 5 years
2. Parent helpers (ie drivers, chaperones, assisting in group activities) who may at times be left alone with a child or children unsupervised need a CRC completed every 5 years.

The CSTC has adopted the following procedures for CRC's:

1. Coordinators /Directors of the Youth Ski School, Directors of the Skill Development Programs, Biathlon Director, and Director of the Adult Ski program, will check the updated coaching/CRC spreadsheet, and identify names of their season's coaches that do not have current CRC clearance. This spreadsheet is available from the Director of Coaching.
2. The Directors will direct those coaches and instructors to the policy section of the club's web site and have them follow the steps to complete their CRC.
3. Go to the following web site:
<https://justice.gov.bc.ca/criminalrecordcheck>
4. Enter the CSTC code which is: **ZF3LLPDXD7**
5. Following the online procedure and using your BC Services Card, your identity will be verified.
6. Once you have received verification of your identity, you can complete the rest of the CRC form.
7. The CSTC Coaching Chair will receive an email and clearance letter, indicating the member's successful clearance.
8. The coaching chair will forward the clearance letter to the applicant, and a copy of the letter will be placed in the file located in the club office.
9. The coaching chair will then update the coaching/CRC spreadsheet.

10. If CRC clearance is not granted to a volunteer, the volunteer will be forwarded the letter, from the coaching chair. The letter will also be kept in the CRC file, in the club office.

11. The coaching chair will let the coordinator of the program know, that this individual is not cleared to volunteer in their program.

Submitted Feb. 2022