



Burnaby Baseball Association

Criminal Record Check (CRC) Policy

Please use the following link to obtain your CRC electronically:

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

Access Code: MFWFGK44VU

Per Rule 1 – 1.09 Risk Management (BC Baseball Association Rule Book)

Each association must establish a Risk Management process to comply with the following:

Every volunteer, coach, employee and/or contractor, who at any time could be expected to have direct contact with any minor aged person, must have on file with their association, the results of a Criminal Record Check (CRC) completed within the previous twelve (12) months from an agency approved by B.C.B.A. Compliance with this rule is the responsibility of each local association.

Note: As of 2024, BCBUA requires all umpires 19 years or older to complete a CRC:: <https://www.bcbua.ca/crc>

Burnaby Baseball Association (BBA) is committed to the safety of the children in our organization. **BBA require CRCs to be done annually**, and **you must choose “new” CRC and not “shared” for these purposes**. Once you have completed your CRC, please forward a copy of your *Submission Complete* reply email, or email your *Session number*, so we have a record that process has been started. Our BBA CRC contact will follow up if your CRC has not been received within a week to our CRC email.

Please note, at times due to spelling of name, same date of birth of someone in the system may result in you having to be fingerprinted. BBA has a letter we will provide for you to take into your local RCMP detachment to complete the CRC process.

If you require a letter, then you **MUST** send an email to the CRC email as soon as possible with your full legal name and address so that this letter can be provided to you. When you choose this option, it is your responsibility go to the RCMP detachment within days to start the process as this can take a couple of weeks for response. Please notify the CRC contact that you have started the process.

ALL verifications are confidential and will only be seen by designated board member CRC contact.

Designated board member will discuss any issues or red flags with the individual and the explanation will then be verified with the RCMP. If the nature of the issue would not preclude the individual from acting as a coach for BBA, Board will issue a clearance.

Once you have been confirmed a volunteer position (coach, assistant, team manager, etc.) with our organization, your CRC process must be started immediately. **Failing to do so, may result in your position being suspended until approval CRC has been received.**

All CRC's need to be received no later than April 15.

The CRC in Burnaby is FREE to volunteer coaches, assistant coaches, and managers; the Association will cover any costs associated with checks conducted outside of Burnaby. Any questions please contact CRC@burnabybaseball.com.

Amended January 8, 2025