



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

Burnaby Baseball Association (BBA) is committed to the safety of the children in our organization. **As of January 2017**, BBA will require CRC's to be done **annually**. Please forward a copy of your Submission Complete reply or Session number, so we have a record that process has been started. Our BBA CRC contact will follow up if CRC has not been received completed within a week to CRC@burnabybaseball.com.

You must choose "new" CRC and not "shared" for our purposes at BBA as our requirement is to have one done yearly.

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 finger printed. BBA has a letter we will provide for you to take into your local RCMP detachment to complete the CRC process.

All persons that have direct interaction with our players (coaches, assistant coaches and team managers, team parents, volunteers, coordinators and board members) are required to undergo a criminal record check in order to interact with the children.

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: This rule does not apply to umpires.

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.

In order to gather this information prior to practices starting, as soon as you are confirmed as a coach, whether head or assistant, you need to start this process. If you are provided with a session number, please provide this number to the CRC contact at email noted above.

PO Box 44095, Kensington Square, Burnaby, BC V5B 4Y2
www.burnabybaseball.com

If you require a letter then you must send an email to the CRC contact 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 up to you to go to the RCMP detachment to process this. As this can take a couple weeks to process, you should go do this within a couple of days from receiving this letter. You must notify the CRC contact that you have gone to the detachment and have started the process.

****If we do not receive any information from you regarding these processes your coaching appointment will be suspended until further notice.****

All CRC's need to be received by 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 26, 2023