

# RIDGE MEADOWS MINOR SOFTBALL ASSOCIATION (RMMSA)

## CRIMINAL RECORD CHECKS (CRCs) & SCREENING DISCLOSURE FORMS (SDFs)

- A **Criminal Record Check (CRC)** must be done by all members wishing to work with players, including executive members, coaches, and managers. CRC renewal is mandatory every three (3) years.
- A **Screening Disclosure Form (SDF)** must be filled out on the two years in-between the CRC.
- The sequence is as follows: year 1 = CRC, year 2 = SDF, year 3 = SDF, and then repeat.

### **CRIMINAL RECORD CHECKS:**

- In British Columbia, if you work or volunteer with, or have the potential for unsupervised access to children and/or vulnerable adults, you are required to complete a criminal record check. (BC Gov't: <https://justice.gov.bc.ca/criminalrecordcheck/> )
- The link to the CRC application is found under the **RESOURCES** menu on the RMMSA website: <https://www.rmmsa.com/crc/>
- Once you fill out the **Request Form** and click **Send**, you'll immediately receive an email with the required **Access Code** needed to apply for the BC Gov't CRC.
- This application for RMMSA members is free of charge.
- Once the BC Gov't Criminal Records Review Program approves your application, they will send a **CRC Clearance Letter** to the RMMSA Registrar2 Manager.
- NOTE: the gov't does NOT send all your personal information to RMMSA, just a letter indicating the status of your CRC (i.e.: "No criminal record was found for the purpose of working with children".)
- The RMMSA Registrar2 Manager will email your Clearance Letter to you - then you're done until the next year/season!

### **SCREENING DISCLOSURE FORM:**

- A completed SDF indicates that since your last submitted CRC or SDF, you have no convictions under the Criminal Code of Canada, up to and including the date of this declaration, for which a pardon has not been issued or granted under the Criminal Records Act (Canada).
- The link to the SDF is found under the **RESOURCES** menu on the RMMSA website: <https://www.rmmsa.com/crc/>
- Click on the line that reads "*Complete Your Screening Disclosure Form Here*" (hover your cursor over this and the text will turn blue, indicating the link)
- There are 6 sections to fill out prior to electronically signing this form.
- Fill in the form, electronically sign it then click on "*Agree To This Document*" to complete the form.
- The RMMSA Registrar2 Manager will receive a notification that you have completed the SDF and will, in turn, send you an email to let you know – then you're done until next year/season!

If you have any questions, please email the Registrar2 Manager who will answer any questions you may have, to the best of their ability.

Registrar2 Manager - CRCs & SDFs

[crc.rmmsa@gmail.com](mailto:crc.rmmsa@gmail.com)