



MEMORANDUM

January 22, 2009

TO: BC Hockey Officials

**FROM: Barry Petrachenko
BC Hockey Executive Director**

SUBJECT: Criminal Records Check Requirement for BC Hockey Officials

Further to the information provided upon registering for a BC Hockey officiating clinic, please note that any official 18 years of age on or before December 31, 2008 or older is required to complete a criminal records check (CRC) prior to January 31, 2009 in order to continue to be eligible to officiate games under the jurisdiction of BC Hockey.

Your CRC will be valid for three (3) seasons, with the current season (2008-2009) counting as one of the three. Please use the below link to complete your CRC:

www.backcheck.net/bchockey

If the CRC is not completed by January 31, you will be prevented from officiating until it has been completed. A list of ineligible officials will be circulated to all Associations. It is important to note that, due to the high volume of CRC's anticipated in the coming weeks, it may take some time for your name to be removed from this list. In order to provide proof to your Association that you have successfully completed your CRC for BC Hockey, please follow one of the two below options:

- I. Print a screen shot of your results.
 1. Once your CRC is complete, sign in to your myBackCheck account. The sign in page can be found at <https://www.mybackcheck.com/Public/Login.aspx>.
 2. In the table under "myBackChecks," click on "View."
 3. Print the page.

- II. Give your Association permission to view your results online.
 1. Once your CRC is complete, have your Association create a free myBackCheck Organization account.
 2. Once their account has been created, you can share your results with them.
 - i. Once your CRC is complete, sign in to your myBackCheck account. The sign in page can be found at <https://www.mybackcheck.com/Public/Login.aspx>.
 - ii. In the table under "myBackChecks," click on "View."
 - iii. On the right hand side, there is a box called "Send This Check." Select the organization from the dropdown that you'd like to share your results with.
 - iv. Check the small box to the left of "I hereby grant and acknowledge..."
 - v. Click "Send Check!"



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There is a \$25 cost associated with this CRC to help cover administrative costs. However, please keep in mind that you will only need to have this CRC done once every three seasons and the online system allows you to share your results with other organizations. In addition, the online system produces very quick results, taking two business days or less.

The Back Check process is the preferred method of the Criminal Record Check because of the ease of completion, the quick processing time and verification given to you upon completion. The only other option is to complete the CRC through the RCMP. If this process is chosen please be advised that the copy of the completed CRC can either be sent to the BC Hockey office directly from the RCMP or if a local Minor Hockey Association is currently in the possession of a completed CRC the original copy can be sent to the BC Hockey office. No other form of delivery will be accepted.

Please contact the BC Hockey office if you have any further questions.

