

## **CRIMINAL RECORDS CHECK (CRC) with VULNERABLE SECTOR CHECK (VSC)**

**Everyone who will be participating as a TASA volunteer requires an up-to-date Criminal Record Check with Vulnerable Sector Check (CRC/VSC).** The CRC **MUST** include a Vulnerable Sector Check. If you have completed these in the past, please visit your [Hockey Canada eHockey Account](#) to confirm your expiry dates. CRC/VSC certification remains valid for three (3) years and will expire for certification with Hockey Nova Scotia in August of the third year after submission.

**If your CRC/VSC has expired or expires prior to the start of the current season (September) then you MUST complete and submit a new one in order to continue in your volunteer role. Please read below for the process to complete your CRC/VSC.**

### **To Complete your Criminal Record/Vulnerable Sector Check:**

1. Decide if you wish to use the online service (mybackcheck.com) or whether you wish to visit the local police station in person for your CRC/VSC.
2. If using the online check, please contact [riskvp@tasa.ca](mailto:riskvp@tasa.ca) and the VP Risk Management will send you an invitation from the mybackcheck.com web site. If you are going in person to the local police station (please make sure you bring several forms of ID) and you require a letter confirming you are a volunteer, please contact [riskvp@tasa.ca](mailto:riskvp@tasa.ca) and the VP Risk Management will send the letter to you via email.
3. Fill out the required form(s) for whichever method you are using. **Please make sure that you indicate that you wish to include the Vulnerable Sector Check – this is mandatory!**
4. Note that the CRC/VSC does require a fee. For Novice level and above, your team may approve reimbursement for this cost – please ensure you keep your receipt as this will be required for reimbursement to be considered.
5. When your CRC/VSC is completed, the **ORIGINAL document must be submitted to TASA (prior to November 15)**. If you used the local police station for your check, please submit your document to the TASA mailbox (Attn: Risk VP) by November 15<sup>th</sup>. If you used the online option, you must share your results through the mybackcheck website and the Risk VP will be able to view results there. The November 15<sup>th</sup> deadline is imposed to ensure documents can be updated with HNS prior to December 1<sup>st</sup>.

*TASA encourages you to photocopy/scan all documents prior to submitting them to TASA or HNS, for your records. TASA is not responsible for lost or misplaced documents and does not maintain or keep copies of documents on file.*

**Failure to submit documents prior to the final HNS deadline of December 1<sup>st</sup> will result in a suspension from your volunteer role until all required documents, certifications and/or courses are completed.**

**Please consult with TASA VP Risk Management if you have any questions. ([RiskVP@tasa.ca](mailto:RiskVP@tasa.ca))**