

TO BE PROVIDED ON ORGANIZATION LETTERHEAD

DATE

To Whom It May Concern:

Re: Criminal Record Check

NAME OF ORGANIZATION is an affiliated club/member of BC Soccer, the governing body for soccer in British Columbia. BC Soccer's Criminal Record Check Policy states:

YOUTH

- g) All BC Soccer directors, volunteers, employees of BC Soccer or an affiliated BC Soccer organization aged 19 years and older participating on a regular basis in any element of youth soccer, adaptive soccer, or who will be with a vulnerable person must have a valid Vulnerable Sector Check or Enhanced Police Information Check on file.*
- h) Occasional Volunteers are not required to complete a Criminal Record Check, Vulnerable Sector Check or Enhanced Police Information Check, so long as they do not have unsupervised access to a youth or otherwise vulnerable person. An adult who has completed a valid Vulnerable Sector Check or Enhanced Police Information Check must be present.*
- i) The following providers and checks are acceptable:*
 - *RCMP (Royal Canadian Mounted Police – Vulnerable Sector Check*
 - *Local municipal police department – Vulnerable Sector Check*
 - *Criminal Records Review Program – Vulnerable Sector Check (“working with adults” and “working with children” must be selected)*
 - *Sterling Backcheck's Enhanced Police Information Check (EPIC)*

ADULT

- j) All BC Soccer directors and employee of BC Soccer or an affiliated BC Soccer organization aged 19 years and older must have a valid Criminal Record Check on file.*
- k) An adult league coach and/or manager who permits or registers youth aged players to their team must also have a valid Vulnerable Sector Check or Enhanced Police Information Check on file per “i” above.*
- l) The following providers and checks are acceptable as a minimum:*
 - *RCMP (Royal Canadian Mounted Police – Criminal Record Check*
 - *Local municipal police department – Criminal Record Check*
 - *Criminal Records Review Program – Criminal Record Check (“working with adults” must be selected)*
 - *Sterling Backcheck's Enhanced Police Information Check (EPIC)*

This letter is to verify and confirm **NAME** is a [choose one of the following: employee, volunteer, contractor] in the role of **NAME OF POSITION OR ROLE**, and we require a [choose one or both: **Criminal Record Check and Vulnerable Sector Check**] on file within our office.

Contact person at **NAME OF ORGANIZATION** is;

NAME, Risk Management Officer

ORGANIZATION ADDRESS

RISK MANAGEMENT OFFICER CONTACT/PHONE NUMBER

Normally this is a free service as it is a requirement for volunteer positions within the Youth/Adult Soccer Community, however in some municipalities there is a minimal charge.

If necessary, our **Societies Registration number** is **SOCIETY REGISTRATION NUMBER**.

Kind Regards,

NAME

PRESIDENT/DISTRICT CHAIR/RISK MANAGEMENT OFFICER

NAME OF ORGANIZATION