

As per BCRSGF Policy and, [as per B.C. law](#), requires valid police record checks (PRC) on file for all coaches 18 years and older as per provincial law.

Not all individuals associated with BCRSGF are required to undergo screening through a PRC, as not all positions pose a risk of harm to BCRSGF or to its members. Those who work closely with minor athletes and who occupy positions of trust and authority within BCRSGF are required to complete a PRC. These would include:

- individuals in paid staff positions
- members of the Board of Directors
- coaches of provincial teams
- volunteers appointed to accompany provincial teams to events or competitions
- volunteers at major GBC hosted events identified by GBC as requiring PRCs
- all registered coaches affiliated with Full Member Clubs

Validity of PRCs

PRCs are valid for a period of three years. Gymnastics BC may also, at any time, request that an individual in a designated category provide an updated PRC. This will take place if BCRSGF has grounds to believe that the results of the previous PRC are no longer accurate.

As of July 1st 2014, BCRSGF has a new process for collecting PRCs from individual members

ALL BCRSGF member club coaches (volunteer or paid) can complete the PRC online through the BC Criminal Records Review program.

The fee is \$28 each which is less than completing a PRC in person at the police department.

To complete a BCRSGF PRC online, please visit the following website:

<https://justice.gov.bc.ca/eCRC/home.htm>

The access code for paid staff / employees is: **J222WJMBTY** (code is not case sensitive)

After the applicant enters their personal information in the online form, their ID will be verified via the electronic ID verification process (EIV). The ID verification process can be completed manually if the applicant's ID cannot be verified electronically (see below).

ID was verified electronically, please continue the process with the following steps:

1. Pay the \$28 processing fee, unless the applicant is a volunteer in which case there is no charge. *Visa and MasterCard are the accepted payment options.*
2. BCRSGF will be notified once the PRC has been completed.

ID was NOT verified electronically, please continue the process with the following steps:

1. Print off the manual application form which is pre-populated with the applicant's personal information, and includes the ID Verification form.
2. Add the appropriate ID code to the application form (can be handwritten or typed in any blank space):
 - Paid staff / employee ID code: 1505206
3. Have identification manually verified by a representative of the applicant's club (ie office manager, membership registrar, head coach, board member etc.). After verifying two valid forms of ID (see below for acceptable forms of ID), the club representative will sign the ID verification form.
 - A copy of the signed ID verification form **must** be sent to BCRSGF via email, fax or mail (where it will be kept on file for five years as per program requirements).
4. Complete the [Application for Pre-Authorized Credit Card Usage form](#), unless the applicant is a volunteer.
5. Send the application form, ID verification form and Application for Pre-Authorized Credit Card Usage form (form location available above) to the BC Criminal Records Review Program (address and fax number is located on the printed application form).
6. BCRSGF will be notified once the PRC has been processed.

Manual ID verification for club representatives

Two pieces of ID are required for manual ID verification. At least one of the listed primary pieces of ID, along with a secondary ID (see list of accepted ID below) must be shown to the club representative. One piece of ID must be government issued (Driver's Licence is preferred) and display applicant's name, date of birth, signature and photo.

Primary ID

- B.C. Driver's Licence or learner's licence (must have your photo)
- B.C. Identification (BCID) card
- B.C. Services Card (must have your photo)
- Canadian birth certificate
- Passport
- Canadian Citizenship Card
- Permanent Resident Card
- Canadian Record of Landing/Canadian

Secondary ID

- School ID card (student card)
- Bank or credit card (only if applicant's name is on card)
- Foreign birth certificate (baptismal certificate is not acceptable)
- Canadian or U.S. driver's licence
- Naturalization certificate
- Police or Canadian Forces identification
- Foreign Affairs Canada / consular ID
- Vehicle registration (only if applicant's signature is

Immigration Identification Record

shown)

- Photo employee ID card
- Possession and Acquisition Licence (PAL)
- Social Insurance Card (the new style without signature strip is NOT acceptable)
- B.C. CareCard
- B.C. Services Card (with or without photo)
- Native Status Card

Resources

[Ministry of Justice link to online PRC](#)

[Online PRC Walk Through Guide](#)

[PRC Application for Pre-Authorized Credit Card Usage form](#)

[BC Government Ministry of Justice](#)

Contact

Sashka Gitcheva – Progrma coordinator. – 604-333-3485