



# BRITISH COLUMBIA ULTIMATE SOCIETY

BC Ultimate Society  
RPO King Edward Mall  
PO Box 38097  
Vancouver, BC  
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bcultimate.ca  
@bcultimate

## BC Ultimate Society Criminal Records Check Screening Policy

Updated: March 2019

This policy outlines how the British Columbia Ultimate Society (BCUS) undertakes criminal records checks for board members, contractors and volunteers.

### Positions

The following positions are covered under this policy:

- Board of directors
- General Manager
- Tournament Directors
- Tournament Volunteer
- Coaches
- General Support Contractors

These positions are defined as part of the BCUS Recruitment policy.

### Screening

#### References

BC Ultimate may, in its sole discretion, request and check references for applicants or appointees interested in association positions, as determined from time to time by the Executive Committee.

#### Criminal Records Check

All positions listed in this policy must submit a Criminal Record Check (CRC), including a Vulnerable Sector Check every three years. The first CRC must be completed and submitted to BC Ultimate prior to commencement of duties or no later than 30 days after their CRC 3-year anniversary date.



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## CRC Process

BC Ultimate is a registered organization with the BC Government's Criminal Records Review Program. Our members may use this service to undergo Criminal Records Checks (CRC) for their volunteers free of charge. Volunteers can undertake the CRC process:

- a. On-Line: Go to <https://justice.gov.bc.ca/eCRC/home.htm> Access Code: ADMAB3Y6XL.
- b. Email/FAX: Download Manual Form CRR026 here:  
<http://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/forms/volunteer-forms>

For Section 2, Part A use the following information:

Volunteer Organization Name: BC Ultimate Society  
Organization Contact Person Name and Title: Katherine Lee, Secretary  
ID Number: 1639125

Form can be emailed to [criminalrecords@gov.bc.ca](mailto:criminalrecords@gov.bc.ca) or FAXed to 250-953-0408.

## Confirmation

Completed CRCs will be sent directly to BC Ultimate. BCU will record all completed CRCs with expiry dates.

## Failure to Participate

Failure to participate in the CRC process as outlined in this policy will result in ineligibility of the individual for the volunteer position under consideration

## Change of Status while service with BC Ultimate

Should an individual in a designated category be charged with a relevant offence, that individual will be suspended from the position by BC Ultimate pending the resolution of the charge.



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Should an individual in a designated category receive a conviction for a relevant offence, he or she may face expulsion from BC Ultimate in accordance with the Bylaws and membership policies.