



TNC-pol-11

Criminal Record Check Policy

Telemark Nordic Club requires a criminal record check (CRC) for all employees, coaches, helpers, and other individuals whose position with Telemark Nordic is one of trust or authority and who deal with children under 18 years of age who are involved with the Club's *Team Telemark* Youth, Racing, Biathlon, Special Olympics or Ski in the Schools programs. Telemark will pay for any costs associated with these CRCs.

- The criminal record check will be specifically for 'relevant offences' regarding the vulnerable sector as defined in the Criminal Records Act, RSBC.
- Each applicant must be informed of the requirement of the act and that the criminal record check they are authorizing covers the relevant offences for working with children.
- Each applicant must complete and submit a 'Request for a New Criminal Record Check' or a "Request to Share a Completed Criminal Record Check". Telemark recommends doing an on-line submission <https://justice.gov.bc.ca/criminalrecordcheck> Telemark's organization ID is MDSG6P7EYM. If your on-line submission is rejected, you must do a manual or paper submission by contacting the Telemark General manager directly to obtain the required documents.
- Mandatory rechecks are required every five years. Your program lead can advise you if your CRC needs to be renewed.
- Criminal record check results are sent directly to the Club General Manager and are filed in a secure and confidential location.