
TNC-pol-11

Criminal Record Check Policy

Telemark Nordic Club requires a criminal record check (CRC) for all employees, Board members, coaches, helpers, and other individuals whose position with Telemark Nordic is one of trust or authority and who may deal with children under 18 years of age who are involved with the Club's Team Telemark Youth, Racing, and Biathlon programs, or Special Olympics. This is a free process done online but Telemark will reimburse applicants if there are 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 here: <https://justice.gov.bc.ca/eCRC/home.htm>. Telemark's organization ID is MDSG6P7EYM. This process requires your BC Services Card # and preferably a BC Services Login. There is no longer a paper version of the CRC. If you have trouble or cannot meet the online requirements please contact us.
- Mandatory rechecks are required every five years. Your program lead can advise you if your CRC needs to be renewed. The applicant is required to inform the Telemark Nordic Club of any future charges or convictions for criminal offences while still working or volunteering with the Club.