

## **HOW DO I COMPLETE A CRIMINAL RECORD/POLICE CHECK?**

Volleyball Canada and many PTA's have a partnership with Sterling Talent Solutions, who provide an online, Canada-wide criminal record check service. Please complete the following VC form: ([https://volleyballcanada.formstack.com/forms/screening\\_policy\\_appendix\\_a\\_annexe\\_a](https://volleyballcanada.formstack.com/forms/screening_policy_appendix_a_annexe_a)) and you will receive log-in information to access the service. The cost for this check is \$25 (plus applicable taxes). You will be required to create an account to use this service. Volleyball Canada will receive notification directly when you have successfully completed your criminal record check using this service.

## **HOW LONG WILL IT TAKE TO PROCESS MY CRIMINAL RECORD CHECK?**

If you utilize the Sterling Talent Solutions Talent Solutions service, the turnaround time is generally 1 business day. If you obtain a Canada-wide police check (i.e. through your local police station), times will vary. Please plan accordingly. In some cases, Sterling Talent Solutions may not be able to process your background check. In this instance, you will be required to obtain a Canada-wide police check through your local police station. Please plan accordingly.

## **WHAT KIND OF CRIMINAL RECORD CHECK WILL I GET THROUGH STERLING TALENT SOLUTIONS?**

Through Sterling Talent Solutions, you will receive the Enhanced Police Information Check (E-PIC). An EPIC combines a search of the National Repository of Criminal Records in Canada and a search of local police information within multiple databanks. An E-PIC goes beyond a Canadian criminal record check by including searches of local police information that can discover additional conviction and selected non-conviction information which may be relevant to the screening process. Additional information that may be discovered through this in-depth search includes:

- Outstanding charges
- Warrants
- Peace bonds and restraining orders
- Prohibitions
- Probation orders
- Interim release conditions
- Recent convictions not yet listed in the National Repository
- Summary Conviction offences that cannot be added to the National Repository

The E-PIC does not include a search of the Pardoned Sex Offender Database. For more information on the criminal record check offered through Sterling Talent Solutions, please

visit: [https://www.sterlingtalentsolutions.ca/landing-pages/c/cac\\_faqs/](https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_faqs/)

## **I ALREADY HAVE A CRIMINAL RECORD CHECK THAT I COMPLETED IN MY PROVINCE – WILL THAT SUFFICE?**

Yes, if it's issued within 36 months of the date of the activity being attended. Please send a copy of your completed record check to your PTA and/or VC.

## **I HAVE COMPLETED A CHILD ABUSE REGISTRY CHECK IN MY PROVINCE – WILL THAT SUFFICE?**

No. You will still need to complete an enhanced criminal record check/Canada-wide police check/International police check.

**I HAVEN'T ALWAYS LIVED IN CANADA – WILL I ALSO NEED TO HAVE AN INTERNATIONAL POLICE CHECK DONE?**

Coaches who are new to Canada within the past five (5) years must provide an International Police Record Screening for any country they have lived in for longer than six months. For more information about obtaining this type of police check, please contact Sterling Talent Solutions or VC's Safe Sport Officer at [safesport@volleyball.ca](mailto:safesport@volleyball.ca). You will also need to complete a Canadian criminal record check/Canada-wide police check to cover the time spent in Canada.

**HOW OFTEN DO I NEED TO COMPLETE A CRIMINAL RECORD CHECK?** Currently, your enhanced criminal record check/Canada-wide police check/International police check – needs to have been issued within 36 months of the date of the activity being attended.

**WILL I BE ALLOWED ON THE FIELD OF PLAY AT VOLLEYBALL CANADA COMPETITIONS IF I HAVE NOT COMPLETED THESE REQUIREMENTS?** No. In order to ensure the safety of all participants, if you have not completed these requirements you will not be allowed on the field of play at any VC domestic or national team activity.