



Criminal Record Checks (CRC) OLA Privacy Officer / Registrars Guide

This guide has been developed to assist OWFL Club Registrars and Privacy Officers who are responsible for the administration of Criminal Record Check information for club volunteers.

Background and Overview

Anyone registering in the OLA as a volunteer coach, manager, trainer, official or executive, must have a Criminal Record Check completed before they can register online as a volunteer. The volunteer's registration cannot be completed until a CRC has been provided to the Club Registrar or Club Privacy Officer, and in turn has been approved by the Club Registrar.

Criminal Record Checks are necessary for all volunteers who are 18 or older, or for those that will turn 18 over the course of the season. This means that in some cases, an individual may only be 17 at time of registration but will turn 18 while they are a volunteer.

Club Privacy Officers and/or Registrars will collect a CRC from volunteers and keep them in a separate file. Once a CRC has been collected for a volunteer, the Club Registrar must log into the SportzSoft System and update that volunteer's profile to identify that they have obtained a clear CRC and are in good standing. The Club Registrar must complete this update in order for the volunteer to complete their online registration.

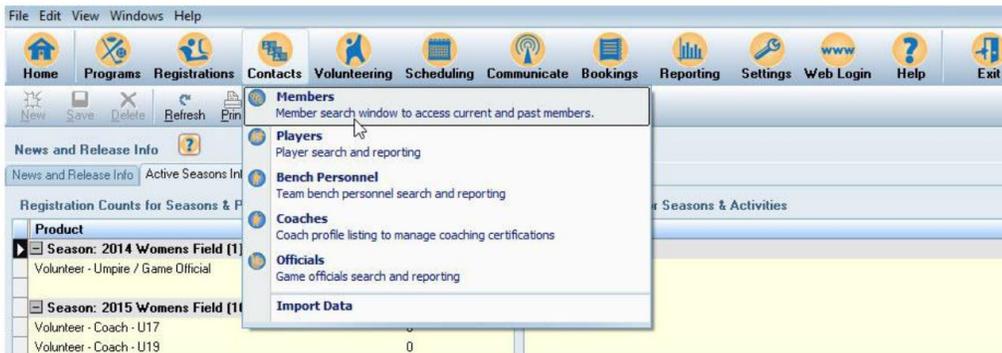
Process – Updating a Volunteer's Personal Profile So They Can Register Online

Early in the season, the Club Registrar or Privacy Officer needs to adequately communicate the requirements of obtaining a CRC to all potential volunteers. In some cases, obtaining a CRC may take several weeks.

The deadline for the volunteer to submit the CRC to the Club Registrar/Privacy Officer is **May 25th** in order to ensure all volunteers are approved by the June 1st deadline. If these deadlines are not met, then they will not be allowed to serve after June 1st – NO EXCEPTIONS.

The Club Registrar or Privacy Officer receives an approved CRC from the volunteer. The Club Registrar will then login to SportzSoft and update the volunteer's personal profile. Once the Club Registrar has completed the profile update, the volunteer can then complete their online registration.

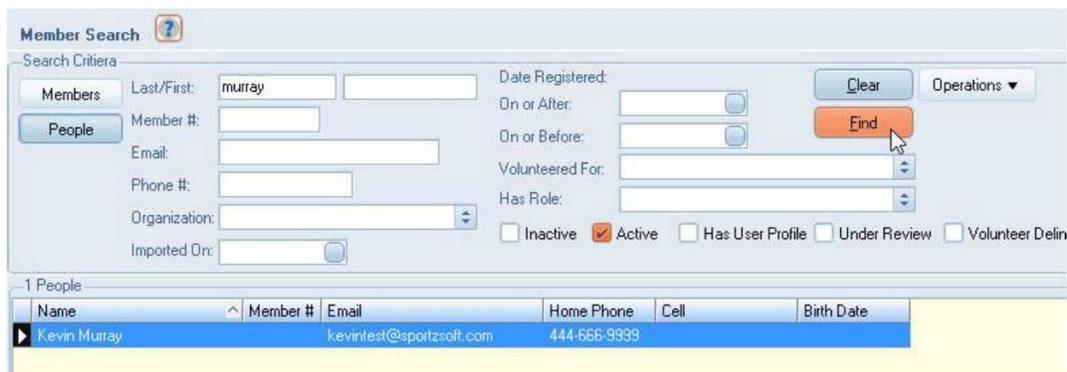
Go to CONTACTS and then MEMBERS



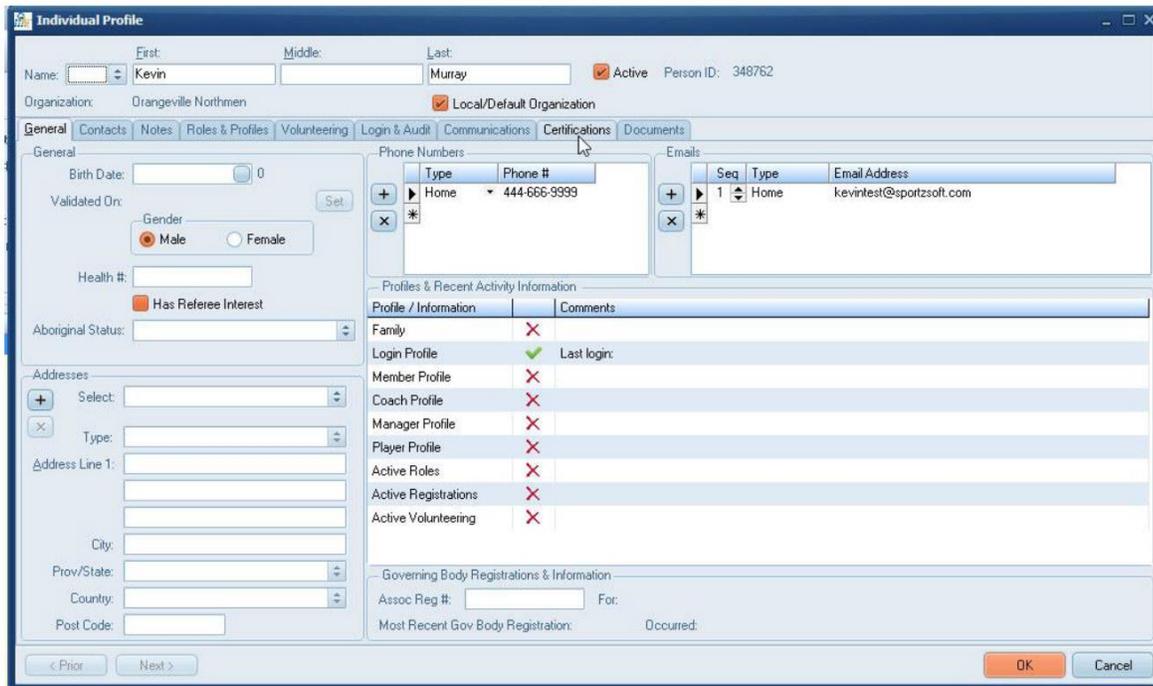
Click on the PEOPLE button



Enter the last name and click FIND SportzSoft



Double click on the result to open the Personal Profile and then click on the CERTIFICATIONS tab. As an extra step, if the volunteer's birthdate is on the CRC, you can verify it on this screen as well (see birth date field just below the first name).



Individual Profile

Name: First: Middle: Last: Active Person ID: 348762

Organization: Orangeville Northmen Local/Default Organization

General | Contacts | Notes | Roles & Profiles | Volunteering | Login & Audit | Communications | **Certifications** | Documents

General

Birth Date: 0

Validated On: Set

Gender: Male Female

Health #:

Has Referee Interest

Aboriginal Status:

Addresses

+ Select:

x Type:

Address Line 1:

City:

Prov/State:

County:

Post Code:

Phone Numbers

Type	Phone #
Home	444-666-9999

Emails

Seq	Type	Email Address
1	Home	kevintest@sportzsoft.com

Profiles & Recent Activity Information

Profile / Information	Comments
Family	<input checked="" type="checkbox"/>
Login Profile	<input checked="" type="checkbox"/> Last login:
Member Profile	<input checked="" type="checkbox"/>
Coach Profile	<input checked="" type="checkbox"/>
Manager Profile	<input checked="" type="checkbox"/>
Player Profile	<input checked="" type="checkbox"/>
Active Roles	<input checked="" type="checkbox"/>
Active Registrations	<input checked="" type="checkbox"/>
Active Volunteering	<input checked="" type="checkbox"/>

Governing Body Registrations & Information

Assoc Reg #: For:

Most Recent Gov Body Registration: Occurred:

< Prior Next > OK Cancel

From the CERTIFICATIONS tab click on the + button to add a certification.



Individual Profile

Name: First: Middle: Last: Active Person ID:

Organization: Orangeville Northmen Local/Default Organization

General | Contacts | Notes | Roles & Profiles | Volunteering | Login & Audit | Communications | **Certifications** | Documents

Certifications for coaches and officials can be configured below based on what certifications have been setup in your Settings...

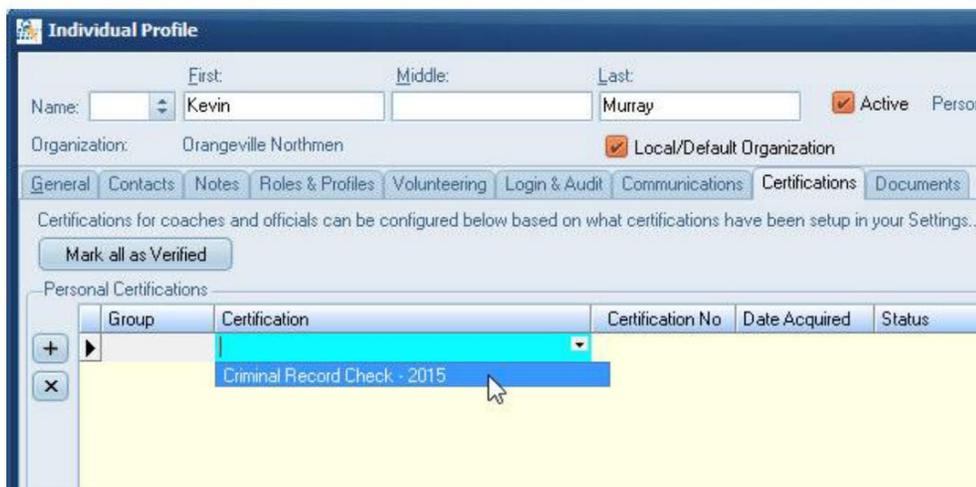
Mark all as Verified

Personal Certifications

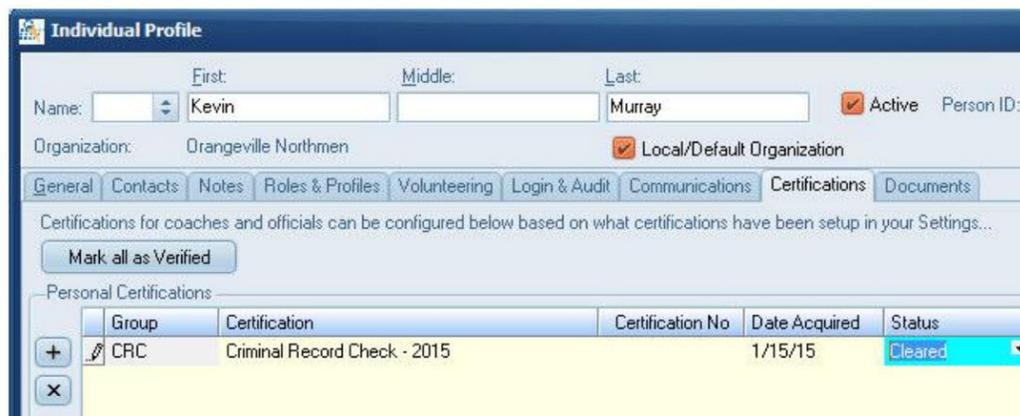
Group	Certification	Certification No	Date Acquired	Status

+ x

Select the 'Criminal Record Check' certification from the dropdown.



Enter the 'date acquired' and the 'status'. If it is a new CRC, enter the status as 'CRC – 2016'. If it is a 'declaration', then choose 'Declaration' from the dropdown.



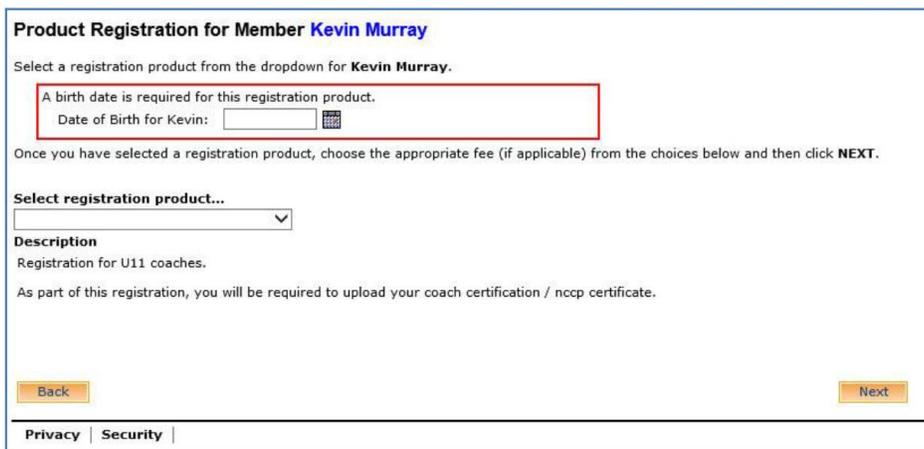
Click OK to close the Personal Profile window. The volunteer is now able to register online!

Online Registration Process – Volunteer Registration

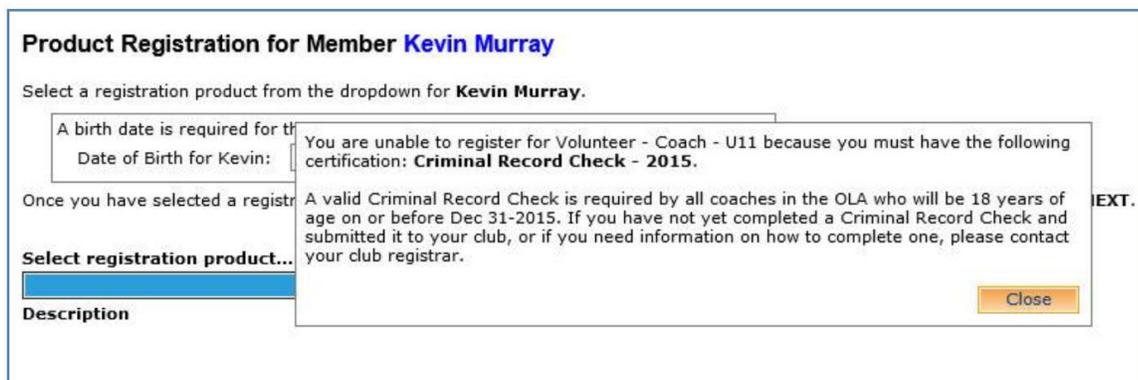
When volunteers register online for volunteer positions, they will be required to provide two things:

- A birth date – so we can determine if they are 18 or not
- The CRC certification on their profile – they must have this added to their profile or they cannot register online

Birth Date Prompt will appear if they don't have a birthdate on their profile.



If the volunteer does NOT have a CRC Certification on their profile, then this message will appear and they won't be able to complete their registration.



If a valid CRC Certification is on the volunteer's personal profile, then they will be able to complete their registration.

Conclusion

We hope you enjoy using the SportzSoft Online Registration and Member Portal system. If you have any comments or suggestions, we would be happy to hear from you!

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