

# 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  $1_{st}$  deadline. If these deadlines are not met, then they will not be allowed to serve after June  $1_{st}$  – 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.



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#### Enter the last name and click FIND SportzSoft

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People							
Name	Member	# Email		Home Phone	Cell	Birth Date	
Kevin Murrau		kevintest@spor	tzsoft.com	444-666-9999			



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	
Eirst:         Middle:           Name:              •             Kevin            Organization:         Orangeville Northmen	Last: Murray 🕢 Active Person ID: 348762 🕑 Local/Default Organization
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Aboriginal Status:	Profile / Information         Comments           Family         X           Login Profile         Last login:
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From the CERTIFCATIONS tab click on the + button to add a certification.

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

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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.

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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.

A birth date is required for this regis Date of Birth for Kevin:	ration product.	
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egistration for U11 coaches.		
s part of this registration, you will be r	quired to upload your coach certification / ncc	cp certificate.

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.

Select a registration product from	the dropdown for Kevin Murray.	
A birth date is required for th Date of Birth for Kevin: [ Dnce you have selected a registr	You are unable to register for Volunteer - Coach - U11 because you must have the following certification: <b>Criminal Record Check - 2015</b> . A valid Criminal Record Check is required by all coaches in the OLA who will be 18 years of age on or before Dec 31-2015. If you have not yet completed a Criminal Record Check and submitted it to your club, or if you need information on how to complete one, please contact your club, registrate	IEXT
Description	Close	4

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

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# 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!

SportzSoft Solutions Inc. www.sportzsoft.com info@sportzsoft.com

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