



Dear Colleagues,

As a measure to protect all those involved in our programs, BC Ringette Association has implemented a policy to conduct criminal record check screening on all adult volunteers who are in a position of trust. This means that all volunteers within the organization are required to provide a criminal record check every 2 years as an ongoing process to increase our thoroughness in protecting our participants. To minimize any inconvenience associated with this process, and to provide us with a way to monitor compliance with this request, we have registered our organization with myBackCheck.com. This online method for completing criminal record checks is a service provided by BackCheck, Canada's largest provider of pre-employment background checks.

As an alternative to driving to the local police station, myBackCheck.com allows you to complete your check from the comfort and convenience of your home, with results delivered within one business day. Our organization is already registered on myBackCheck.com. To begin your check, simply visit www.backcheck.net/bcringette and follow the simple steps to complete your criminal record check online. Please note that there is a \$25 plus HST processing fee for the check.

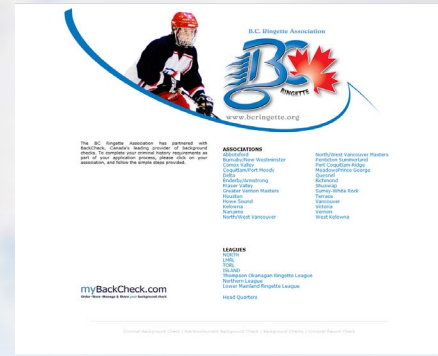
One great benefit of this service is that, at no additional cost, myBackCheck.com also allows you to share your completed check multiple times with your children's school, your church, potential employers, or anywhere else you may volunteer or require a check.

If you have any questions or need further information, please contact tspindlove@backcheck.ca or call at 1-877-455-5837



INVITATION:

Please visit www.backcheck.net/bcringette to start your criminal record check.



ORDERING:

Once you've created your account, provide your information and consent online.



VERIFYING:

In compliance with RCMP regulations, physical ID Verification is required (see options opposite).



..... **Organization Representative:**
Print off the pre-populated ID Verification Form and have an organization representative verify your ID.

SHARING:

Within 24 hours, you can login to view your results online and share your check with any other organization.



That's it! myBackCheck.com will receive the forms from your organization representative, and within one business day your check will be completed and automatically shared with your organization. You can also log in to your myBackCheck.com account to view the results online.