



# BC HOCKEY ACTION BULLETIN

**ISSUE #:** 2009-32-A

August 2009

**TO:** BC Hockey Membership

**FROM:** Barry Petrachenko  
Executive Director

**SUBJECT:** Insurance and Entrepreneurial or Private Instructors and Groups

---

Please note the following with respect to insurance coverage for BC Hockey members who enlist the services of entrepreneurial or private instructors and groups (ie, power skating instructors, goaltender experts, dryland instructors, etc.).

In order for activities involving entrepreneurial or private instructors and groups to be sanctioned by BC Hockey, the following must apply:

1. All participating organizations and individuals must be members of BC Hockey.
  - a. Entrepreneurial or private instructors and groups can become Associate Members by way of the process set out below.
  - b. If an individual is already a member of BC Hockey, such as through a minor hockey association, they can still submit an Associate Member application to be posted on the list, but they will not be charged the insurance fee.
2. All instructors must be certified in Speak Out! / Respect in Sport.
3. All instructors must fulfill Branch Criminal Record Check requirements.
4. Associations and teams wishing to use entrepreneurial or private instructors and groups must submit a Special Event Sanction Form for the planned activities.

#### **BECOMING AN ASSOCIATE MEMBER**

Entrepreneurial or private instructors and groups must complete an Associate Membership Application and submit it to the Branch. The application is located on the applications page of the BC Hockey website at:

[www.bchockey.net/Administration/Applications.aspx](http://www.bchockey.net/Administration/Applications.aspx)

**Membership Fees:** \$50.00 per Associate Member  
\$16.15 per instructor that falls under a particular Associate Member



# BC HOCKEY ACTION BULLETIN

## APPLICATION PROCESS

An individual wishing to become an Associate Member but who is not part of a larger organization may do so by applying as an Associate Member with only one instructor.

An organization may become an Associate Member and list only some of their instructors if only those instructors will be participating in BC Hockey sanctioned events with our member teams and associations.

An organization wishing to add additional instructors after their application has already been submitted and approved may complete the *Associate Membership Application – Add Additional Instructors*.

Associate Members must reapply annually for membership.

## OTHER REQUIREMENTS:

### 1. SPEAKOUT! / RESPECT IN SPORT CERTIFICATION

Commencing September 2009 SpeakOut!, a course dealing with harassment and abuse education, will be delivered through the e-learning “Respect in Sport” platform. The completion of this online course is a requirement prior to any private instructor being active in BC Hockey member programming. Direction on sign up for this course can be obtained from any minor hockey association or the BC Hockey office. Any instructor will be asked for proof of certification in this course prior to activity. Upon completion of the course a certificate is issued that can be used as proof of certification.

Speak Out! / Respect in Sport certification does not need to be renewed.

### 2. CRIMINAL RECORD CHECK BRANCH REQUIREMENTS

Entrepreneurial or private instructors must have a Criminal Record Check completed and submitted to BC Hockey. Criminal Record Checks must be redone every three (3) years.

Criminal Record Checks may be submitted only as specified below.

1. Through BackCheck using the below link. The cost is \$25.00 plus tax.
  - a. [www.backcheck.net/bchockey](http://www.backcheck.net/bchockey)
  - b. If the system cannot verify an individual's identity, please contact the BC Hockey office for assistance.
  - c. If an individual has a record, the individual has the opportunity to disclose that record during the online process. In addition, by using the online system, the individual gives approval for BC Hockey to view what the record is, which enables BC Hockey to review and make an assessment regarding the record.
2. Through a detachment. Costs vary.
  - a. This may be sent to BC Hockey directly by the detachment by mail or fax. Faxes will only be accepted if they come directly from a detachment.



# BC HOCKEY ACTION BULLETIN

- b. If the check is not sent by the detachment, the MHA or individual may **mail the original** criminal record check to the BC Hockey office.
- c. Please note that if an individual's criminal record check comes back as "may or may not" have a record, the individual must do one of the following:
  - i. If the individual does not actually have a record, he or she must attend the detachment to be fingerprinted. There is usually an additional charge for this procedure, and it can take up to six months.
  - ii. If the individual has a record, he or she must contact the detachment and find out what the detachment requires they do in order to disclose the record details to BC Hockey.

For more information about the BC Hockey Criminal Record Check Policy, please see Section 1 of the [BC Hockey Policy Manual](#).

## **ASSOCIATIONS AND TEAMS WISHING TO UTILIZE ENTREPRENEURIAL OR PRIVATE INSTRUCTORS**

A list of approved entrepreneurial and private instructors and groups will be located in the Hockey Canada Registry (HCR). Minor Hockey Associations, Junior Teams and Senior Teams will have access to this list.

Minor hockey teams should contact their Association to find out if an instructor or group is an Associate Member.

To access the list of approved entrepreneurial and private instructors and groups:

1. Log in to your HCR account.
2. Click on "Teams"
3. Search for teams called "Private Instructors."
4. Instructors will appear as rostered members. Only instructors listed as "Approved" have fulfilled all the requirements.

Because activities led by entrepreneurial or private instructors and groups fall outside of regular hockey programming, Associations and teams wishing to have these activities sanctioned should submit a Special Event Sanction Form. For more information about Special Event Sanctions, please visit the Special Events section of the BC Hockey website at:

<http://www.bchockey.net/RiskManagement/SpecialEvents.aspx>

Please contact the BC Hockey office should you have any questions.