



RCA Umpire, Associate Umpire and Assistant Umpire Screening and Training Requirements Instructions

Step	Approx. time to complete	Item to complete	Link to access and instructions
1	5-10 minutes	Application and Screening Disclosure Form (online)	Application and Screening Disclosure Forms Complete and submit these form online. <i>*Once submitted, a "Thank You" page will pop up confirming your completion of this step</i>
2	5-10 minutes	Enhanced Police Information Check (E-PIC) (online) <i>*This is like a Criminal Record Check. More information can be found here.</i>	The E-PIC is completed online via RCA's screening partner Sterling Backcheck. IMPORTANT: The <i>Application and Screening Disclosure Form</i> "Thank You" page has a link on it to the Sterling Backcheck website so that you can submit the E-PIC immediately after completing the above step. OR click here to access the E-PIC if you missed the link after completing Step 1. Please select "RCA Umpire" in the dropdown to begin the E-PIC process. Note that this process includes filling out the consent forms and verifying your identity. <i>*A confirmation email from Sterling Backcheck will confirm you have completed this step.</i>

Once the Screening Committee has reviewed your screening submissions outlined above you will receive an email confirming that your screening is complete with your status.

If you have any questions, please contact jenparfitt@rowingcanada.org