



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

CAC Safe Sport Training Module

| Approx. time to complete | Item to Complete | Where to access and instructions |
|--------------------------|--------------------------------|---|
| 90 minutes | CAC Safe Sport Module (online) | <p>Access the CAC Safe Sport Training module HERE. Once there CLICK on “Take the Safe Sport Training”.</p> <p>You will be asked to create or sign into your Locker account. Once you have signed up and are in ‘The Locker’, you can CLICK on the ELEARNING navigation button and select “Safe Sport Training” in the available list of eLearning for Multi-Sport access.</p> <p><i>*Confirmation of completing this step appears in your CAC account/Locker</i></p> <p>IMPORTANT: After you have finished this training, please email your NCCP number to colleenmiller@rowingcanada.org. Your NCCP number will provide the necessary information to confirm completion of this first step to the Screening Committee.</p> <p>If you have any issues accessing the training, please contact Colleen Miller: colleenmiller@rowingcanada.org</p> |

Screening Requirements

| 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 forms 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. At the Sterling Backcheck website, under Select your Location, choose Rowing Canada Aviron and under Select your Role, choose RCA Umpire. <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 colleenmiller@rowingcanada.org.