



## RCA Umpire Training and Screening Requirements

### CAC Safe Sport Training Module

Approx. time to complete	Item to Complete	Where to access and instructions
60-90 minutes	CAC Safe Sport Module (online)  To be completed one time only.	Access the CAC Safe Sport Training module <a href="#">HERE</a> .  <b>Steps to Take Safe Sport Training:</b> <ul style="list-style-type: none"> <li>• <b>Access the Portal:</b> Go to the Locker.</li> <li>• <b>Log In or Register:</b> Log in with your NCCP number, or select "Don't have an NCCP#? Create one now!" to register.</li> <li>• <b>Navigate to eLearning:</b> Click on the "eLearning" tab in the top menu.</li> <li>• <b>Select Course:</b> Under "Multi-sport" choose "Safe Sport Training" from the available modules.</li> <li>• <b>Complete Modules:</b> Complete the training modules (60-90 minutes).</li> <li>• <b>Verify Completion:</b> The training will be added to your NCCP transcript under the "Certifications" tab in the Locker.</li> </ul>

### Umpire Screening Requirements

1. Complete the [RCA Application and Screening Disclosure Form](#). Following completion, you will be directed to the [RCA Sterling BackCheck landing page](#) to complete an EPIC (Enhanced Police Information Check). You can also access the EPIC directly [HERE](#).
2. From the [Rowing Canada Aviron Sterling Backcheck](#) landing page, select “Rowing Canada Aviron” as your Location and “RCA Umpire or Volunteer” as your Role from the dropdown menus. Then click “Start My Check!”.

3. You will then be taken to the [myBackCheck.com](https://myBackCheck.com) login page. If you have previously set up a myBackCheck account and/or submitted an EPIC, you can login to your existing account. If this is your first time submitting an EPIC through myBackCheck, you will need to create an account.

4. Once logged in, go to your Inbox (near the top left corner). **This is typically easier to access using a computer/desktop.** The mobile version may not be as obvious.



5. Inside your Inbox, you will see a list of “Invitations” (current and historical). There should be a NEW invitation (Subject “RCA Umpire or Volunteer”). If the new invitation is not immediately visible, logout and then log back in, and it should appear. Click on the invitation in the Inbox, and you will then be directed to complete the EPIC, which includes confirming your identity, providing address information, etc.
6. You will receive an email notification from myBackCheck when your results are available, or should you need to take any further steps.
7. Once the RCA Screening Committee, W&W Dispute Resolution Services has reviewed your screening submissions outlined above, you will receive an email from [admin@wwdrs.ca](mailto:admin@wwdrs.ca) confirming your screening is complete with your status. RCA will also be notified of umpire safe sport and screening completions directly from the Screening Committee and will share with your Provincial Rowing Association.
8. View and Share Results within the portal only if you are a coach or volunteer and need to share with your member organization. Your member organization needs to have an existing account with Sterling backcheck. Otherwise, you can create a printable version to download and email or print to share your results.
9. Contact your Provincial Rowing Association or RCA [colleenmiller@rowingcanada.org](mailto:colleenmiller@rowingcanada.org) with any questions.