

Dear 2023 RBCCO Tournament Chairs & Vice Chairs,

Golf Canada has a fundamental obligation and responsibility to protect the health, safety, physical and mental well-being of athletes, staff, volunteers and other participants involved in its activities. As the National Sport Organization for golf, Golf Canada plays a leadership role in promoting this safe sport environment across the golf landscape in Canada.

Golf Canada takes any situation involving misconduct or maltreatment very seriously. For this reason, Golf Canada is committed to enacting and enforcing strong, clear, and effective policies and processes for preventing and addressing all forms of misconduct or maltreatment.

[Golf Canada's Commitment to Safe Sport](#)

As such, Chairs and Vice Chairs of our Professional Championships, the RBC Canadian Open and the CP Women's Open, as well as select volunteer committees are required to complete a screening process to participate.

Level 3 Requirements to be completed:

1. Disclosure Form (attached [Screening Disclosure Form](#)) – Please upload the completed form to the [RBCCO Volunteer website](#)
2. E-PIC Backcheck (sent from Sterling Talent Solutions)
3. CAC Safe Sport Training (see more details below)

Please note you are required to be registered on the Volunteer Management System (Trust Event) before completing the screening process. All uploads must be done through Trust Event.

If you have not registered yet, please follow the Chair Registration Process instructions [here](#)

Instructions on How to Complete:

1. Screening Policy Disclosure Form:

- Please complete the attached form in its entirety
- Once completed, please sign into your account and upload the form to the [RBCCO Volunteer website](#). Click "Login" and enter your username & password. Click the "Registration Uploads" tab on the top menu. Click the "+" sign beside the Disclosure Form Upload. At the bottom you will see a section where you can upload the disclosure form.
- **After you uploaded your completed form**, Kaitlyn Tcheki will request Online Background Check (E-PIC)

2. E-PIC (Enhanced Police Information Check):

- Similar to a vulnerable sector check, the E-PIC provides a comprehensive check required for roles working with vulnerable sectors
- You will receive an email from Sterling Talent Solutions (after we receive your completed Disclosure Form above)
 - **Please note:** Kaitlyn individually processes each disclosure form so it may take up to two weeks before you receive the email from Sterling Solutions
- Always check your junk mail as this is likely a new sender in your inbox

- Once the email is located, please follow the instructions as set out by Sterling Talent Solutions
- We have selected to use this third party provide to allow for a more streamlined process for our staff and volunteers
- Should you have any issues with Sterling Solutions, please do not hesitate to contact Kaitlyn by email (ktcheki@golfcanada.ca)

Important notes on the Sterling Solutions Background Check

- All information is stored in Canada. Information on their data collection can be found in their policies or in the consent form once they receive your background check.
- In some cases, Sterling Solutions may not be able to identify you and will request that you go to the post office. **Please note: there is no need to go to the post office.** Instead, please email Kaitlyn Tcheki (ktcheki@golfcanada.ca) and she will book a virtual meeting with you to confirm your identification.

3. CAC Safe Sport Training:

- The Safe Sport Training developed by the Coaches Association of Canada (CAC) helps anyone in sport identify and prevent situations of maltreatment. The training is geared towards general awareness of maltreatment and will give you the tools to better prepare yourself if you do see something
- This training is free of charge and will take 60-90 minutes to complete. You do not have to complete the training in one sitting.
- For those who have already completed the CAC Safe Sport Training, you do not need to complete this again. Under the CAC Safe Sport Completion section select “yes” and enter your NCCP # and Date of Completion. Kaitlyn will verify the completion on your transcript.
- For those of you have not completed this training before, please:
 - a. Visit: [Participants Training | Safesport \(coach.ca\)](https://coach.ca/participants-training-safesport)
 - b. Sign into your existing Locker account OR scroll to the red box titled “Ready to start?” and click **“Sign up is easy”** and follow the instructions
 - c. At the top of your account there are headings, click on **ELEARNING**
 - d. Select the **Multi-sport option**
 - e. Under **“Available”** select **“Safe Sport Training”**
 - f. Select **“Sport”** and **“Golf”**
 - g. Select **“Athlete guardian”**
 - h. Begin training
 - i. After completion, to view your CAC Safe Sport Training Certificate see below:
 - i. Click on “Profile” (far right menu item)
 - ii. Click on “Certifications”
 - j. Enter you NCCP # for Verification of Completion
 - i. Sign in to the [RBCCO Volunteer website](https://rbcco.ca) using your credentials
 - ii. Click the “Registration Questions” tab on the top menu.
 - iii. Scroll to the bottom of the page and you will see a section labelled “CAC Safe Sport Completion”
 - iv. Enter your NCCP # given by The Locker and click “Save”
 - v. Kaitlyn will use your NCCP # to verify the completion of the training on your transcript.
- Should you need any assistance with this training please email coach@coach.ca

These screening & training requirements are required to be completed by February 1st.



Thank you for your attention to this important matter as we all are committed to creating safe sport environments for all!

Sincerely,

Kendra Wynter