



Questions and Answers

Q 1– What is an EPIC?

A – The Enhanced Police Information Check (EPIC) consists of two components:

- 1) Criminal Record Check – a search of adult convictions held within the RCMP National Repository of Criminal Records
- 2) Local Police Information Check - searches of additional conviction and non-conviction information which may be relevant within both national and local police data sources

Additional information that may be discovered through this in-depth search includes: charges, warrants, prohibition orders, convictions not yet registered in the National Repository.

Q 2 – Does everyone involved with PCO need to complete an EPIC?

A – No, not everyone needs to have an EPIC completed. The criteria to determine who needs a record check and the type of record check is based on the level of risk the person’s position poses to PCO or to individuals involved with PCO.

For example, a person who does not supervise anyone and has no access to PCO finances may not need an EPIC. A person who may have access to children in situations where their parent is not present (e.g., a coach) would have the highest level of screening.

Q 3– Will Provincial/Territorial Pickleball Organizations affiliated with PCO be required to follow the PCO screening policy?

A – Yes, through the affiliation agreements with PCO, provincial/territorial pickleball organizations agree to abide by PCO’s policies, including the Screening policy.

Q 4 – Who is responsible for covering the costs associated with screening under PCO’s Screening policy?

PCO is responsible for covering the costs of screening for individuals who hold positions within PCO.

Affiliated provinces/territories and pickleball clubs will be responsible for costs associated with screening within their own organization.

Q 5– Does having a criminal record automatically exclude a person from involvement with PCO?

A – Not necessarily. The decision to approve or deny a person is primarily based on two factors:
a) the nature/severity of the offence and
b) how long ago the offence occurred.

For example, a motor vehicle offence more than 5 years old may not be considered relevant. A person who has an offence involving minors regardless of when the offence occurred would not be approved.

Q 6– What is the difference between a Criminal Record Check an EPIC and a Vulnerable Sector Check?

A – While they are all record checks, different databases are searched, as below:

Database	Criminal Record Check	Enhanced Police Information Check	Vulnerable Sector Check
National Repository of Criminal Records in Canada	✓	✓	✓
Local Police Information within multiple databanks		✓	✓
Pardoned Sex Offender Database			✓

Q 7– Can Sterling Back Check complete a Vulnerable Sector Check for an applicant?

A - No, individuals may only obtain a VSC by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required.

Fingerprinting will likely be needed if there is a positive match with the individual’s gender and birth date.

PCO may be required to assist in obtaining a VSC for an applicant by submitting a form or other documentation that describes the nature of the organization and the individual’s role with vulnerable individuals.

Q 8 – I had an EPIC completed for another volunteer position. Do I need to have a new one done?

A – PCO will accept an EPIC if it was conducted less than six months ago, otherwise a new EPIC will be required.

Q 9– How do I get an EPIC?

A - If you are completing an EPIC for a position you are applying for or hold with PCO:

- Log on to PCO's landing site on Sterling Back-Checks secure web-site,
 - Consent to having the EPIC completed and to share the results with PCO, ●
- Complete the criminal history self-disclosure form, ● Confirm your identification.

Results of the EPIC are generally available in one business day.

Consult with your local pickleball club or a Provincial/Territorial Pickleball organization for their procedures if you are completing an EPIC for them.