

## Membership Requirements - Criminal Records Check

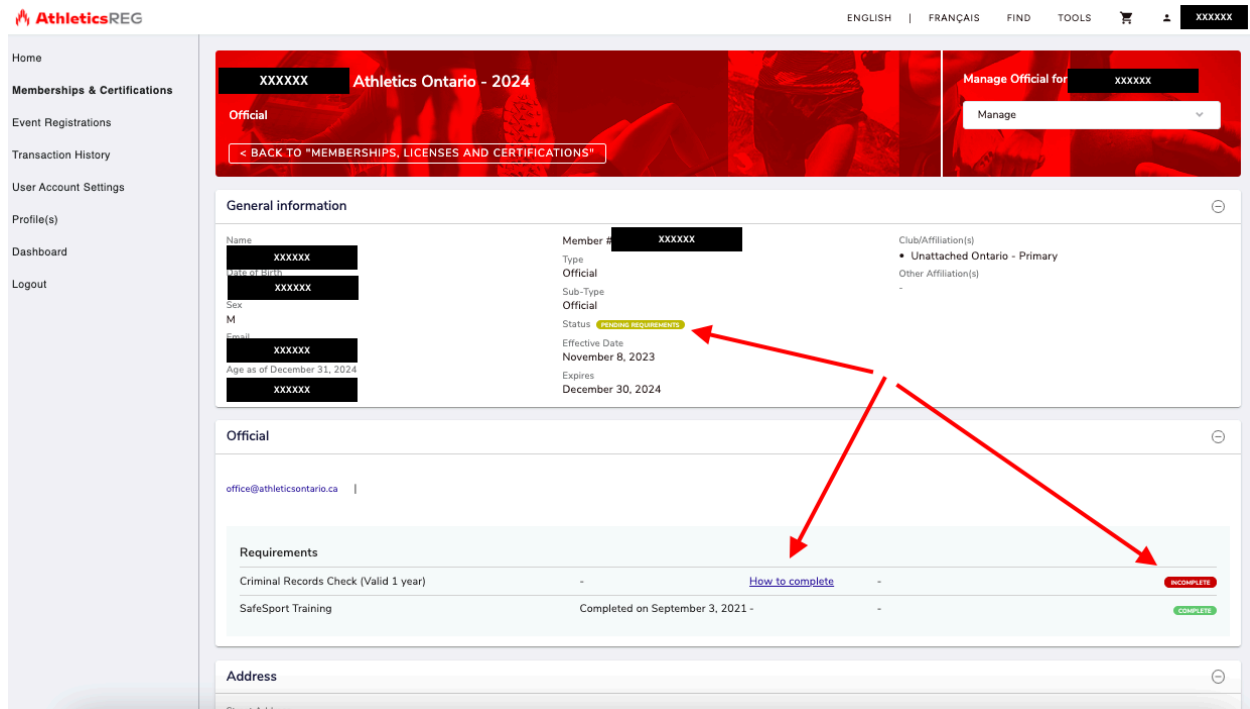
Please see the following guide to assist you in completing your Criminal Records Check:

Login to your account: <https://athleticsreg.ca/#!/login/>

From the DASHBOARD on the left-hand side panel:

>> **Memberships & Certifications**

>> Under **Criminal Records Check**, click "**How to Complete**" to purchase a Sterling check



The screenshot shows the AthleticsREG dashboard for a user with ID XXXXXX. The main content area displays the following information:

- Header:** Athletics Ontario - 2024. Includes a "Manage Official" dropdown menu.
- General information:**
  - Name: XXXXXX
  - Member #: XXXXXX
  - Type: Official
  - Sub-Type: Official
  - Status: **PENDING REQUIREMENTS** (highlighted in yellow)
  - Effective Date: November 8, 2023
  - Expires: December 30, 2024
  - Club/Affiliation(s): Unattached Ontario - Primary
- Official:** office@athleticsontario.ca
- Requirements:**

Requirement	Status	Action	Completion
Criminal Records Check (Valid 1 year)	-	<a href="#">How to complete</a>	RECOMPLETE
SafeSport Training	Completed on September 3, 2021	-	COMPLETE
- Address:** Street Address

Red arrows in the image point from the "PENDING REQUIREMENTS" status to the "How to complete" link and the "RECOMPLETE" button.

The screenshot displays the AthleticsREG user interface. At the top, there is a navigation bar with 'AthleticsREG' logo, language options (ENGLISH, FRANÇAIS), and utility links (FIND, TOOLS, shopping cart, user profile). The left sidebar contains navigation options: Home, Memberships & Certifications, Event Registrations, Transaction History, User Account Settings, Profile(s), Dashboard, and Logout.

The main content area shows the profile for 'Athletics Ontario - 2024'. A modal window is centered on the screen, titled 'Criminal Records Check (Valid 1 year)'. The modal text reads:
 

- Status: INCOMPLETE
- Criminal Records Check (Valid 1 year)
- A valid background check is required to complete this requirement.
- You can purchase a background check with Sterling Backcheck through Athletics Canada by clicking the button below.
- If your Branch validates background checks acquired through other providers (RCMP, Provincial Government, etc) please email your branch directly for more information.

 A red button labeled 'Purchase a Background Check' is at the bottom of the modal.

Behind the modal, the user's profile is visible:
 

- General information:** Name (XXXXXX), Date of Birth (XXXXXX), Sex (M), Email (XXXXXX), Age as of December 31, 2024 (XXXXXX).
- Official:** office@athleticsontario.ca
- Requirements Table:**

Criminal Records Check (Valid 1 year)	-	<a href="#">How to complete</a>	INCOMPLETE
SafeSport Training	Completed on September 3, 2021	-	COMPLETE
- Address:** Street Address

- Upon payment, you will receive an email from [info@athleticsreg.ca](mailto:info@athleticsreg.ca), with the subject line: **"Reminder: Please complete your consent for the background check you purchased"** (If you don't see it arrive immediately, please check your SPAM folder).
- In this email, there will be a link to complete the screening questions.
- IMPORTANT: You must complete the screening within 5 days or the link will expire, and you will need to purchase a new one.

Upon completion, to view the status of your police check, you can use the following guide to assist you:

- **COACHES:**
  - <https://athleticsontario.ca/wp-content/uploads/2025/01/COACHES-GETTING-FAMILIAR-WITH-AthleticsReg-2025.pdf>
- **OFFICIALS:**
  - <https://athleticsontario.ca/wp-content/uploads/2025/01/OFFICIALS-GETTING-FAMILIAR-WITH-AthleticsReg-2025.pdf>