



# SAFE PLACES

## SWIFT CURRENT

**A GUIDE TO BECOMING  
YOUTH CERTIFIED**

# WELCOME TO SAFE PLACES

Welcome to **Safe Places – Youth Certified**... a community-wide initiative designed to support quality programming while reducing potential risks to children and youth.

If you're reading this guide, chances are you're considering becoming Youth Certified because you come into contact with or lead activities for young people. By becoming Youth Certified, you're demonstrating to your community that you take your responsibility as a person in a position of trust with youth seriously. More importantly, you're demonstrating to the youth you come into contact with and to their loved ones that you have the training and background that makes you worthy of **their** trust in **you**.

Your successful completion of education, training and background checks will allow you to become Youth Certified, a designation that validates the investment you and / or your organization have taken to protect the children and youth that you are responsible for.

It is our hope that all community persons and organizations who come into contact with youth will ensure that Youth Certification becomes standard practice.

This guide will explain how you can become Youth Certified. For more details, visit [SafePlacesSK.ca](https://SafePlacesSK.ca).



# 4 STEPS TO YOUTH CERTIFIED

## How do I become Youth Certified?

1. Take **Respect in Sport (RiS) Activity Leader** online training via [swiftcurrentalpublic.respectgroupinc.com](http://swiftcurrentalpublic.respectgroupinc.com)

RiS is an online training program designed to help Coaches and Activity Leaders recognize, understand and respond to issues of bullying, abuse, harassment and discrimination. An electronic certificate will be issued after successful completion.

2. Get valid **Criminal Record and Vulnerable Sector Checks (CRC and VSC)** from your local RCMP detachment.

These checks can be completed at the Swift Current RCMP detachment or by your local RCMP office. You will require two (2) pieces of government identification, one of which must be photographic ID.

3. Fill out a **Youth Certified Application Form**, available at the Swift Current RCMP detachment, City Hall, [SafePlacesSK.ca](http://SafePlacesSK.ca) or a participating community organization.

4. Submit your satisfactory CRC & VSC, RiS certificate, and completed Youth Certified Application Form to the Swift Current RCMP detachment.

Satisfactory completion of steps 1 thru 4 will allow the RCMP to process your application and promptly provide you with a **Youth Certified ID number and card**.



# TIMEFRAME & COST



## How long am I Youth Certified for?

Upon meeting the guidelines, you will become Youth Certified for a period of three (3) years, valid from the date that you completed your RiS online training. After three (3) years your Youth Certified ID number and card will expire, and you will have to complete the training and checks again.



## Is there a cost?

- CRCs and **initial** VSCs are free-of-charge\* for Swift Current residents and volunteer coaches and activity leaders who have completed RiS online training.

*\*Additional costs may be incurred, at your expense, based on positive VSC results*

- There is a \$30 fee for RiS Online Training. Check to see if your organization or employer will reimburse you.



## How long will the process take?

The process can vary, but generally...

- Respect in Sport (RiS) training takes 2.5 hours...you can do it in one sitting or over time.
- The RCMP processes CRCs and VSCs in a timely fashion.
- The Youth Certified Application Form can be filled out in a matter of minutes when submitting your RiS Certificate and satisfactory CRC and VSC to the RCMP.
- If all documents are satisfactory (completed RiS certificate, Application Form, clean CRC and VSC), the application processing time is instant.
- If background checks come back with incomplete results, delays may vary. In some cases, you may be asked to provide fingerprints to the RCMP to complete your VSC; however, this is not uncommon and is not something to worry about.
- If an unsatisfactory CRC is returned, a review process may be initiated and can take two (2) – four (4) weeks to determine if you are eligible to become Youth Certified.



# RESPECT IN SPORT TRAINING



## How do I access and complete RiS online training?

If you are not part of an organization that participates in RiS, visit [swiftcurrentalpublic.respectgroupinc.com](http://swiftcurrentalpublic.respectgroupinc.com) to complete the training and print your certificate.

If the organization you volunteer for / work with already participates in RiS, ask your organization how you can access the training.

### Program Access Instructions:

1. If you have an existing profile in any other Respect Group program, select "No User Profile? Register Now" and then "Look-Up".
2. If this is your first time registering for a Respect Group Program, select "No User Profile? Register Now" followed by "Register".
3. Complete registration and select "Submit Registration" at the bottom of the page and you will be directed to the payment page.
4. On the payment page, click Pay Now, or Enter a Pre-Registration Code if you have been provided one by your organization.
5. Once the payment has been processed, you will be directed to the Home Page of the program.
6. To re-access the program, return to the same URL indicated above and enter the username and password created during registration.

The screenshot shows the registration page for 'RESPECT IN SPORT For Activity Leaders' presented by the City of Swift Current. The page is divided into two main sections: 'GETTING STARTED' and 'ALREADY REGISTERED? LOGIN HERE'. Under 'GETTING STARTED', there are four buttons: 'No User Profile? Register Now' (highlighted with a red border), 'Click here to Re-certify', 'Import a Certificate', and 'Look up your Certificate Number'. Under 'ALREADY REGISTERED? LOGIN HERE', there are input fields for 'Username' and 'Password', a 'Remember Username' checkbox, a 'Use low bandwidth solution' checkbox, and a 'Login' button. A 'Recover Username or Reset Password' link is also visible at the bottom of the login section.

The diagram illustrates the registration process with four numbered steps:

- 1** Are you already registered in any of the following programs?  
Logos for RESPECT IN SPORT FOR ACTIVITY LEADERS, RESPECT IN SPORT FOR PARENTS, RESPECT IN SPORT FOR SOCCER, RESPECT IN SCHOOL, and RESPECT IN THE WORKPLACE.  
Buttons: **LOOK UP** (Let's look up your profile) and **REGISTER** (Let's register a new user).
- 2** (Transition from step 1 to step 3)
- 3** **SUBMIT REGISTRATION**
- 4** **PAY NOW** (Complete this transaction)



# MAKING SURE



## *How can I check if someone is Youth Certified?*

You may ask to see their Youth Certified Card which will have their name and identification number on it, as well as an expiry date. You may then cross-reference this number with the organization the individual represents to verify validity.

Ultimately, it is up to you to decide if you are comfortable leaving your child under the supervision of **any** coach or activity leader.



## *What happens if I have an unsatisfactory CRC and / or VSC?*

On occasion, VSCs are returned incomplete, but this doesn't mean you can't become Youth Certified. Occasionally a VSC will require further investigation as a result of a similar or identical date of birth. When this occurs, fingerprints are required to prove identity. The results of fingerprinting and the confirmation of identity, will determine whether an individual may be Youth Certified.

In cases where a CRC hosts a possible match, the individual can present the report to the Youth Certified Review Committee, who will determine whether an applicant may proceed with a Youth Certified application or not. The Committee may request a telephone or personal interview with the individual and / or other persons or agencies to gather information.



## *Need more information?*

Visit our Safe Places - Youth Certified website: [SafePlacesSK.ca](https://SafePlacesSK.ca)

### **CRC and VSC checks and Youth Certified Database Enquiries**

RCMP Office — City Detachment  
2 1st Avenue NE, Swift Current, SK, S9H 4W4  
Telephone: 306.778.7070

### **Safe Places - Youth Certified**

Manager, Human Resources  
City Hall  
177 1st Ave NE, Swift Current, SK S9H 3W1  
Telephone: 306.778.2777  
Email: [safeplaces@swiftcurrent.ca](mailto:safeplaces@swiftcurrent.ca)

While we understand that this initiative will not completely eliminate risk to our children and youth, we do hope that it raises awareness and education that will help reduce risk and enhance programming.

