



CPKCWO Co-Chairs – Screening Communication Email

Hello 2025 CPKCWO Co-Chairs,

As a Co-Chair for the 2025 CPKC Women's Open, you are required to complete a Background Check and Safe Sport training Module in accordance with Golf Canada's [Screening Policy](#) and [Commitment to Safe Sport](#).

Co-Chair Screening Requirements:

- Screening Renewal Form – (Annually when in a volunteer position that requires screening)
- Premium Police Background Check (Completed every 3 years)
- CAC Safe Sport Training (Completed once)

All of Golf Canada's Background Checks are completed with ISB Global through a oneBADGE account. ISB Global Services, through oneBADGE, offers a unified background screening and compliance platform that consolidates and manages all background screening and completed training requirements in a single location. This ensures seamless access for both Golf Canada and the member, allowing them to view the necessary information at any time. By centralizing these records, the need for repeated follow-ups and document retrieval for each event is significantly reduced.

You will receive an invitation email with your login credentials from: noreply@isbordercenter.com that will further instruct you to create a login and complete all steps for the screening requirements (please check your Spam/Junk folder).

Instructions on how to complete the Background Check

- [ISB Background Check – MOBILE DEVICE](#)
- [ISB Background Check - COMPUTER](#)





How to Complete the CAC Safe Sport Training

[Enrolling in the CAC Safe Sport Training Guide](#)

- Sign into your existing Locker account OR click Don't have an NCCP #? Create One Now! and follow the instructions to create your account.
- After you are logged in, visit the Safe Sport Training Module website: <https://coach.ca/sport-safety/safe-sport-training>
- Click **Take the Training**. It will open a new window for you to start the training.
- Under the **E-Learning** section, make sure **Multi Sport** and **Safe Sport Training** is selected.
- Please select the following:
 - Sport → Golf → Administrative Staff → Other – Please Specify → Enter Golf Canada
- Click **Continue** then click **Begin** to start the course

Should you need any assistance with this training please email the Coaches Association of Canada who administer the course at coach@coach.ca or call 613-235-500.

Once completed or if you have completed the CAC Safe Sport training already, please upload your certificate to your oneBADGE account.

[How to Upload your CAC Safe Sport Certificate](#)

For any general questions on the requirements, please feel free to reach out to me. However, if you encounter any issues while setting up your account or during the background check process, please contact ISB directly by email at golfcanada@onebadgesport.com or via their Compliance Line at +1 (833) 998-1277.

The deadline to complete the screening requirements is **April 30th, 2025**.

Thank you for your help in providing safe sport environments for all!

