

# Southwest Hockey

## Police Information Check (PIC)



### Important Message

**NO coach will be added to a roster until they have submitted the FINAL results from their PIC. **NOTE:** No coach is permitted on the ice, until the PIC is **FULLY** completed AND submitted to the Registrar.**

The process **can take approximately 3 weeks**; once you have done the submission with the Calgary Police Service. So **PLEASE don't delay** with completing this step

### **COACHES REGISTRATION STEPS**

#### **STEP 1 – COACH (You)**

- 1) You must complete the online registration in Team Snap **BEFORE you can proceed with the PIC.**

#### **STEP 2 - REGISTRAR**

- 1) The Registrar will get a notification of your registration and will send you an email with the information & letter required to obtain your PIC. **ALL Coaches will get the PIC letter from Southwest Hockey.**

#### **STEP 3 – COACH (You)**

- 1) Apply for the PIC using the new **ONLINE ePIC system.**
- 2) You will need the PIC letter from SW Hockey **AND** two (2) pieces of government issued ID.
- 3) For ePIC instructions & acceptable forms of ID --- [Click here](#)
- 4) To start the process visit - <https://policeinformationcheck.calgarypolice.ca/>
- 5) When you complete the PIC online you will get a reference number. **You MUST provide your PIC reference # to the Registrar ASAP:** [registrar@southwesthockey.ca](mailto:registrar@southwesthockey.ca)

#### **STEP 4 – COACH (You)**

- 1) When you have received your **FINAL RESULTS** letter, **YOU MUST provide the SW Hockey Registrar with the results BEFORE you will be added to the team roster.**
- 2) Three (3) options for sharing are:
  - a. **Preferred Choice:** SW Hockey is set up as an “approved agency”; therefore, you **MUST SHARE the RESULTS** as the final step.
  - b. Scan a copy to the SW Hockey Register: [registrar@southwesthockey.ca](mailto:registrar@southwesthockey.ca)
  - c. Drop off a COPY (not the original) at Cardel Rec South Reception Office, addressed to the SW Hockey Registrar.

## **STEP 5 - REGISTRAR**

1) The Registrar will update your HCR file and will notify the Director of Coaches.

## **REVIEW THE CHECKLIST**

### **I HAVE:**

- Completed the online registration in TeamSnap.
- Received the email from the Registrar, containing the PIC letter.
- Submitted my PIC request to the Calgary Police.
- Received my final RESULTS letter.
- Provided or SHARED my final RESULTS letter to the Registrar.



### **REMEMBER!**

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