



Police Information Check

IMPORTANT MESSAGE

To avoid **unnecessary delays** in the coach registration process, **PLEASE complete the process as instructed below.**

To help provide a **SAFE** environment for participants, Southwest mandates that **ALL** Bench Staff **MUST COMPLETE AND PASS** a Police Information Check **BEFORE** being added to a team roster.

Only **AFTER** the **FINAL** results from the PIC are **SHARED** and **SUBMITTED** to the SW Registrar, will coaches be added to a roster.

Police Information Checks are **out of our control**, and can take a **MINIMUM** of 3-weeks to get results. Therefore, **DON'T DELAY** beginning this **IMPORTANT** step!

STEP 1

TeamSnap Registration

Did You Know?

- ***If you have a completed PIC that includes the "Vulnerable Sector Check" from another organization, you can share this with Southwest Hockey as part of your hockey coaching certification.***
- 1. Coach Applicants must **FIRST** complete the online registration in TeamSnap **BEFORE** you can proceed with the Police Information Check.
 - a. If you still need to complete the online registration: [CLICK HERE](#)
- 2. **After the online registration is done**, the SW Registrar will receive a notification of your completed registration.
- 3. The SW Registrar will then send the Police Information Check Letter, in order for you to obtain your PIC clearance.

NOTE: The SW Registrar will send a PIC letter to coaches who are new or have an expired PIC.

STEP 2

Online PIC Submission

Coach Applicants will now:

1. Apply for the PIC using the **ONLINE** ePIC system.
2. You will need the **SW Hockey PIC Letter** and **two (2) pieces of government issued ID.**
3. For **ePIC Instructions** and **Acceptable Forms of ID** – [CLICK HERE](#)
4. **To start the process** - <https://policeinformationcheck.calgarypolice.ca/>

AFTER Submitting the PIC Online --- You'll receive a **REFERENCE #**. This **MUST** be provided to the SW Registrar **IMMEDIATELY** to: registrar@southwesthockey.ca

STEP 3

SHARING the FINAL RESULTS

As soon as **YOU** receive your **FINAL RESULTS Letter** --- you **MUST** provide this letter to the SW Registrar in order to be added to the team roster.

There are three (3) options for sharing:

1. **Preferred Choice: Southwest Hockey Association** is set up in the CPS system as an “**approved agency**”. Therefore, ensure you have selected this option for the results to be shared more easily.
2. **Scan a copy**: To the SW Registrar: registrar@southwesthockey.ca
3. **Drop off a COPY (NOT the original)**: To Cardel Rec South Reception Office. Ensure this letter is enclosed in an envelope and addressed to: SW Hockey Registrar.

STEP 4

The SW Registrar will then ...

ONLY AFTER you have shared the results of your PIC with the SW Registrar, will the Registrar then update your HCR file and notify the Director of Coaches.

STEP 5

Review to confirm YOU HAVE completed the following ...

I confirm I have done the following:



Completed the online registration in TeamSnap.



Received the PIC Letter from the SW Registrar.



Submitted my PIC online to the Calgary Police (CPS).



Sent REFERENCE number to the SW Registrar.



Received your FINAL RESULTS letter from CPS.



SHARED the FINAL RESULTS to the SW Registrar.