



Police Information Check

In order to support a SAFE environment for participants, Southwest mandates that <u>ALL</u>

<u>Coaches MUST COMPLETE and PASS</u> a Police Information Check <u>BEFORE</u> getting added to an Official Team Roster.

PLEASE READ IMPORTANT MESSAGES

- 1. COSTS → ONLY IF the approved Southwest process for completing a Police Information Check (PIC) is followed, as noted below –there will be no cost to the Coach.
 - **a.** If a Coach chooses to pay, <u>OR</u> if there is a need for fingerprinting etc., <u>those PIC costs are</u> NOT reimbursable, and will remain the responsibility of the coach.
- 2. <u>BEING ADDED TO A ROSTER</u> → Will *ONLY* happen *AFTER* the <u>FINAL</u> results from the PIC are <u>SHARED and SUBMITTED</u> to the SW Registrar. Refer to Step 4.
- 3. DON'T DELAY → The turnaround time to get final results back, is OUT OF OUR CONTROL. The process can take a MINIMUM of 10 business days.
- **4.** ALREADY HAVE A PIC? → If you have a completed PIC and it INCLUDES a "Vulnerable Sector Check" from another organization you can provide a copy to the SW Registrar as per Step 4.

STEP 1

TeamSnap Registration

Coach applicants must <u>FIRST</u> complete their online registration <u>IN</u> TeamSnap <u>BEFORE</u> you can complete the Police Information Check.

- 1. If you still need to complete the TeamSnap online registration: CLICK HERE
- 2. If you **HAVE** completed the TeamSnap online Registration → **Proceed to Step 2**.

STEP 2

PIC Voucher#

<u>AFTER</u> the TeamSnap registration is done, the SW Registrar will receive a notification. The SW Registrar will then issue a <u>PIC Voucher #</u> to the Coach.

- 1. You will receive the email from: PoliceSolutions.ca -Calgary Police Service- Record Check
- 2. The subject line will read: Southwest Hockey Association invites you to apply for your Police Information Check w/VS for Volunteer

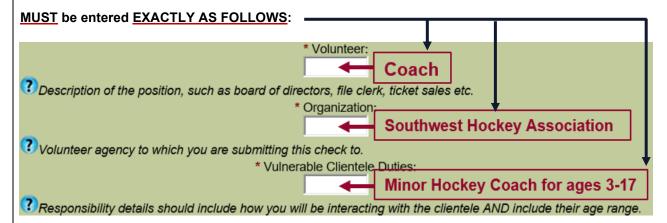
NOTE: If you don't see the email in your inbox \rightarrow double check your spam folder.

STEP 3

Online PIC Submission

- <u>AFTER</u> receiving the <u>PIC Voucher #</u> → Apply for the <u>PIC ONLINE</u>, using the link <u>in the email</u> you should have received <u>as per Step 2</u>.
- 2. **ONLY** use the **following APPROPRIATE** responses when prompted to fill in the these three (3) questions:

Reason for the Police Information Check (VA) (* denotes mandatory, no acronyms):



- 3. Complete the rest of the PIC application.
- 4. <u>AFTER</u> you have completed the <u>FULL PIC online</u> → The SW Registrar will receive a notification of completion.

STEP 4

Providing the FINAL Results

As soon as <u>YOU</u> have received your <u>FINAL RESULTS LETTER</u> --- <u>YOU MUST</u> provide the Final Results Letter <u>TO</u> the SW Registrar using one (1) of the following options:

- 1. PREFERRED CHOICE: "UPLOAD" a copy to your HCR Account.
- 2. **SCAN**: A copy to: registrar@southwesthockey.ca
- 3. **DROP OFF A COPY** (NOT the original): To Cardel Rec South Guest Services, in an ENCLOSED envelope, with SW Hockey Registrar written on the front. The staff will put this envelope in the SW Hockey mail slot.

STEP 5

SW Registrar

ONLY AFTER YOU have provided the Final Results Letter TO the Registrar, as per Step 4, the SW Registrar will then:

- 1. Update your HCR File
- 2. Notify the Director of Coaches
- 3. Be added to the team roster; barring anything unforeseen, and with final confirmation from the Director of Coaches.