



## Police Information Check

In order to support a **SAFE** environment for participants, Southwest mandates that **ALL Coaches MUST COMPLETE and PASS a Police Information Check BEFORE** getting added to an Official Team Roster.

### **PLEASE READ IMPORTANT MESSAGES**

- 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.
  - If a Coach chooses to pay, **OR** if there is a need for fingerprinting etc., **those PIC costs are NOT reimbursable**, and will remain the responsibility of the coach.
- BEING ADDED TO A ROSTER** → Will **ONLY** happen **AFTER** we have proof that the PIC has been submitted via our CPS account.
- DON'T DELAY** → The turnaround time to get final results back, is **OUT OF OUR CONTROL**. The process can take up to **3 weeks**.
- 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 **FIRST** complete their online registration **IN** TeamSnap **BEFORE** you can complete the Police Information Check. If you still need to complete this step then return to the "Coach Registration" tab and complete the steps as a NEW or Returning Coach.

If you **HAVE** completed the TeamSnap online Registration → **Proceed to Step 2**.

#### **STEP 2**

#### **PIC Voucher #**

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

- You will receive the email from: **\_PoliceSolutions.ca -Calgary Police Service- Record Check**
- 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 → double check your spam folder.

## STEP 3

## Online PIC Submission

1. **AFTER** receiving the **PIC Voucher #** → Apply for the **PIC ONLINE**, using the link in the email you should have received **as per Step 2**.
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):

**MUST be entered EXACTLY AS FOLLOWS:**

The screenshot shows a form with three questions. Red boxes highlight the correct answers, with red arrows pointing from the boxes to the input fields. A black line with arrows indicates that the highlighted answers apply to all three questions.

- Question 1: \* Volunteer: [Coach]
- Question 2: \* Organization: [Southwest Hockey Association]
- Question 3: \* Vulnerable Clientele Duties: [Minor Hockey Coach for ages 3-17]

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

## STEP 4

## Providing the FINAL Results

As soon as **YOU** have received your **FINAL RESULTS LETTER** --- **YOU MUST** provide the Final Results Letter **TO** 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](mailto: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.