**Criminal Record Process**

1. Come into the SAMHA office and pick up a letter (letter states that you are a volunteer for SAMHA). R.C.M.P. will not charge you if you are a resident of St. Albert. If you coach in St. Albert but live in Sturgeon County or Park Land County you will have to take your letter to your local RCMP to be completed.
2. Take letter to R.C.M.P. and complete volunteer application. You will need to bring two pieces of government issued ID with you, one of them must be a photo ID. If you have a criminal record you will need to declare this with the police who will then give you the appropriate declaration form to be completed. Should your CRC come back with a hit on the Vulnerable Sector you will be required to do fingerprinting. The police will set up an appointment to have this done. It can take up to 2 weeks to get these back. R.C.M.P. will give you an approximate pick up date. Make sure you go pick it up. **They will not call you to tell you it’s ready.**
3. Bring your CRC to the SAMHA office located at 66 Hebert Road in between the Akinsdale and Kinex arena**. If anything other than Negative is marked please phone the Vice President of Hockey Operations (contact info is posted on the SAMHA website under Contacts) to discuss your CRC.** Once you have all the appropriate documentation back you will need to bring the Originals to the St. Albert Minor Hockey Office – **No scans or photo copies will be accepted**. Once the original is seen by the SAMHA staff they will photocopy it and give you the original back so you can use it for school or another sport. If you choose to drop your original CRC in the mail slot the SAMHA staff will keep a copy and mail the original back to you. \*Note\* All CRC’S must be in the office by the timeline set out by the registrar to be eligible to coach for the coming season.

**Please Note\* The last day to pick up CRC letters for the season will be November 15th and the last day to submit your completed CRC to the office is December 15.**

**If you have any questions on the timeline please contact your director.**