



AA RINGETTE CALGARY FOUNDATION

How to Obtain a Police Information Check

For the Calgary AA Ringette program, a current and valid City of Calgary Police Information Check (PIC) is required for the following volunteer positions: Head Coaches, Assistant Coaches, Junior Coaches, On-Ice Helpers, Trainers, Team Managers and the Board of Directors (of the AA Committee). They are valid for a **period of three years** from the issue date listed on the PIC.

For those volunteers who reside in Calgary, only PICs performed through the City of Calgary Police Service (which include a Vulnerable Sector Search) are considered valid. Criminal or background checks performed through other online agencies are not recognized as valid because they do not include either a Vulnerable Sector Search or local police information/Alberta Provincial Court records. Volunteers who have recently moved to Calgary must apply to their previous local police service to obtain a PIC. For those who live outside City of Calgary limits, they must obtain a RCMP Police Check/VSS (apply in person; online system not available).

The AA Calgary Ringette Foundation will consider PICs obtained for other agencies, but will require a copy of the actual PIC (not just a confirmation from another agency that one was performed).

Process for Application

The City of Calgary Police Service (CPS) now offers an online Police Information Check system (ePIC), which allows most people to complete a PIC application without having to visit a police station. The following exceptions require application IN PERSON at a CPS District Office:

- Junior Coaches (under 18 years of age)
- Occasionally, the online application will not work because it uses Equifax and eIDVerifier for personal verification. Instead, these applicants must apply in person at a Calgary Police Service location.

PICs can be obtained by creating an account on the City of Calgary Police ePIC system and completing the online application. Normally, the cost of the application is \$30 and will be charged and collected by the CPS. The following info applies to Calgary AA Ringette applications:

- For Head Coaches, Assistant Coaches, and Trainers, the Coach Admin Coordinator will provide a specific Volunteer Letter that contains a VSPN number, so that when you apply, you will not have to pay the application fee (the CPS will be refunded by the Alberta Government).
- For all others (board members, junior coaches, managers, and on-ice helpers), the Coach Admin Coordinator will provide a Volunteer Letter, which will bring the

cost of the application down to \$15. To request this letter, please email coachadmin@aaringettecalgary.ca.

The cost of \$15 can then be reimbursed by sending your ePIC receipt to our AA Treasurer: treasurer@aaringettecalgary.ca.

To apply using the ePIC system:

- Please visit <https://policeinformationcheck.calgarypolice.ca/>
- Select “Perform Police Information Check” and follow instructions.
- You are applying as a “volunteer” and will select **AA Ringette Calgary Foundation 2013** as the Agency for which you are obtaining a check.
- You will need to upload copies of your personal identification and a copy of the Volunteer Letter, as well as provide some credit information to confirm identity.
- Applicants will receive a confirmation and reference number once their online application has been completed. **Please forward this information** to coachadmin@aaringettecalgary.ca as evidence of your application.

Deadlines for Proof of PIC Application:

All coaches are required to provide a current PIC, or proof of PIC application, along with their coaching applications by the end of May. Any parent or non-parent coaches named over the summer (after the coach selection process in May) are required to provide a current PIC to the Coach Admin Coordinator by **the start of Fall Evaluations**. All other volunteers (as listed above) are required to show proof of PIC application by **the end of SEPTEMBER**. This proof can be in the form of a receipt of payment, or by providing the confirmation and reference number (generated when the Police Check application process has been completed). Once this proof has been provided, the AA Ringette Calgary Foundation 2013 will still require the volunteer to share the outcome of their Police Information Check as soon as it has been received.

Once complete, your PIC will be sent directly to your account. **You must then electronically share the result with the AA Ringette Calgary Foundation 2013.** Your results are only available for six months, after which time all personal documents and information will be purged from the system.

