Police Information Checks and Vulnerable Sector Checks

Requirements

For the Calgary AA Ringette program, a current and valid City of Calgary Police Service Police Information Check (PIC) including a Vulnerable Sector Check is required for the following volunteer positions: Head Coaches, Assistant Coaches, Trainers, Junior Coaches, On-Ice Helpers & Team Managers. The Board of Directors (of the AA Committee) require a valid PIC only.

PICs 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 (and VSCs if required) performed through the Calgary Police Service 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 Check nor use 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/VSC (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 and Cost Coverage

The City of Calgary Police Service (CPS) offers an online Police Information Check system (https://www.calgary.ca/cps/public-services/police-information-checks.html), which allows most people to complete a PIC application without having to visit a police station. Occasionally, the online application will not work because of the authentication in which case affected applicants must apply in person at a Calgary Police Service location.

PICs can be obtained by emailing: coachadmin@aaringettecalgary.ca. By return email, you will receive a voucher and volunteer letter that will allow you to apply for your PIC after creating an account and completing the online application. Normally, the cost of the application with a Vulnerable Sector Check is $61.25 or for a regular volunteer application $21.25 but the vouchers and volunteer letters will bring the cost down to $0.

To Apply Using the PIC System

EMAIL coachadmin@aaringettecalgary.ca to obtain your voucher and volunteer letter
☐ You will receive a return email from Coach Admin with your volunteer letter & also from the Calgary Police Service with instructions on how to proceed with your application.
Visit https://www.calgary.ca/cps/public-services/police-information-checks.html
☐ Select "Apply for a Police Information Check" and follow instructions.
☐ You are applying as a "volunteer" (ensure you are selecting the right section – the top group of boxes are for Vulnerable Sector, the bottom group of boxes is for non-VSC Police Checks)
☐ Applicants will receive a confirmation email that a New Application has been Submitted to the Police Service.

IMPORTANT Once complete, your PIC will be sent directly to your email. **You must then share the result with coachadmin@aaringettecalgary.ca via email**. **The PDF containing your PIC is password protected so in the email also share your birthdate in the format YYYYMMDD.**

Deadlines for Proof of 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 assistant 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 Tryouts**.

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 email 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 result of their Police Information Check as soon as it has been received.