



# POLICE CHECKS

CALGARY MINOR SOFTBALL ASSOCIATION

[PoliceChecks@CalgaryMinorSoftball.com](mailto:PoliceChecks@CalgaryMinorSoftball.com)

Calgary Minor Softball Association requires all Coaches and Managers, to have a current and valid vulnerable sector check completed, to ensure the safest possible environment for our minor players.

## *Application Process*

Team officials must be registered with a Calgary Minor Softball Club and assigned to a current team roster to apply for a security clearance and receive a volunteer voucher from Calgary Minor Softball. Once your club has placed you on a roster, please complete the following steps to apply for a police clearance and become an eligible coach:

1

### **Request a volunteer voucher**

- Volunteers listed on a team roster must request a volunteer voucher from Calgary Minor Softball Association before applying online
- To receive your voucher, email [policechecks@calgaryminorsoftball.com](mailto:policechecks@calgaryminorsoftball.com)

2

### **Apply online**

- After receiving your voucher, begin your application by clicking the link sent via email from Police Solutions and select 'Register for your Police Information Check.'
- **Note: you must apply online within two weeks of receiving your voucher - We are unable to provide a second voucher if you fail to apply within the two weeks. It will then be your responsibility to obtain the clearance at your own expense.**

3

### **Share your results**

- Once you have received notification from CPS that your application has been processed and completed, you must '**SHARE**' this information with Calgary Minor Softball. Email [policechecks@calgaryminorsoftball.com](mailto:policechecks@calgaryminorsoftball.com) with a PDF copy of your results.
- If sharing through CPS Police Information Checks – Online Results – Secure Access please include PIN Number, Postal Code, and Date of Birth.
- You are not eligible to coach until you have shared the results online with Calgary Minor Softball Association



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## Out-of-Town Coaches and Managers

If you reside outside Calgary you must obtain a security clearance from the RCMP agency in the jurisdiction where you live. Volunteers who live outside the City of Calgary must still request a volunteer letter from Calgary Minor Softball. Once a letter has been received, it must be brought to your District RCMP office for processing.

Security Clearances are valid for three years from the year it was processed. All applications are completed online. The check is free for a Coach, Assistant Coach and Manager, once cleared, you are able to volunteer as a Coach, Assistant Coach or Managers for Calgary Minor Softball.

**Please note** that Volunteer Alberta has been working for us to keep this program free for volunteers and needs our assistance to ensure volunteers are following the process correctly and are not abusing this program. This program is in effect for the safety of our players and keep program costs down

1. Head Coach, Assistant Coaches and Manager must be registered with a current Calgary Minor Softball Club Team to apply for a security check/voucher.
2. Head Coach, Assistant Coaches and Manger will only receive one voucher every three years.
3. We are unable provided secondary vouchers to those who fail to complete the three step process.
4. Head Coach, Assistant Coaches and Manager who do not complete the three step process are ineligible and must be taken off the official roster. Volunteers who have not completed the process will be responsible for obtaining a clearance through CPS or their District RCMP at their own expense.

