



**Carleton Place Girls Hockey Association**

**July 2024**

To Whom it May Concern:

The Carleton Place Girls Hockey Association is a place where girls ranging from age 4 to 20 foster a love of sport and develop community values.

We are a completely volunteer run association that interacts with the girls in numerous ways. The positions can range from executive members, coaches, trainers, team managers, on-ice helpers, and dressing room monitor to name a few.

Due to this our volunteers require a Police Record Check with Vulnerable Sector Screening performed to ensure the girls are in a safe environment.

This is to confirm that \_\_\_\_\_ is a volunteer with our association and will be conducting the following activities:

**Position Title:** Treasurer

**Overview:** The Treasurer is important in ensuring the team has enough funds to complete the hockey season as outlined at the beginning of the season. A team budget **MUST** be prepared with estimates at the beginning of the season and shared with all parents on the team.

Regards,

A handwritten signature in blue ink, appearing to be "Daniel Cole", is written below the "Regards," text.

Daniel Cole

Director of Risk and Discipline

Carleton Place Cyclones

riskanddiscipline@cpgha.ca