



Kneehill Minor Hockey Association

Home of the Kneehill Chiefs
PO Box 575 Three Hills, AB. T0M 2A0

Date: _____

To Whom it May Concern,

RE: Criminal Record Check (Including Vulnerable Sector Check, Where Applicable)

Kneehill Minor Hockey Association is a non-profit organization having close contact with minor children from the ages of 4 to 17 years. It would be appreciated if you could complete the above reference checks for the individual identified below on behalf of Kneehill Minor Hockey Association so that they may have an unpaid volunteer position within our organization.

Specifically, this volunteer position entails (please check all that apply):

- Volunteer Board Member ~ CRC Only
- Volunteer Bench Staff (Coach, Assistant Coach) ~ CRC with VSC
- Volunteer Team Support (Manager) ~ CRC Only

Should you require any further information, please don't hesitate to contact our organization.

Thank you,

Mike Arvidson | President
email: preskmha@gmail.com

Kaleigh Knievel | Vice President
email: kneehillvicepresident@gmail.com

Jackie Aellen | Registrar
email: kneehillregistrar@gmail.com

Applicant (print): _____ Date: _____

Signature: _____



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Important instructions for the person requesting the Criminal Records Check:

1. You must apply **in person**. CRC with VSC (required for coaches) can only be obtained at your local RCMP Detachment. Unsure of that location? Call Three Hills RCMP 403-443-5539 and they will direct you. Those requiring only CRC can visit any RCMP Detachment.
2. Bring two pieces of government issued ID, one must be a photo ID.
3. To accept the completed form, you must appear in person to pick it up. Usually ready in 1-3 Business Days however sometimes can take longer depending on the circumstances.
4. Once obtained, please submit the completed and certified CRC with VSC (where applicable) to KMHA Registrar at kneehillregistrar@gmail.com.
5. You will receive confirmation from the KMHA Registrar once the document is confirmed and documented. All documents will then be returned &/or destroyed.