



May 2025

To whom it may concern,

This is to advise you that _____ has applied to volunteer with the Ottawa Valley District Girls Hockey Association (OVDGHA) for the position of _____. In this position, the volunteer will be placed in a position of trust with female hockey players under the age of 18, both on and off the ice. As part of the association's screening, the OVDGHA executive requires a vulnerable sector screening, which includes the following:

- Criminal record, including youth records that are disclosable pursuant to the Youth Criminal Justice Act;
- Pardoned sexual offences;
- Probation, prohibition and other judicial orders that are in effect.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Colin Etmanski", is located below the "Sincerely," text.

Colin Etmanski
Association President
Ottawa Valley District Girls Hockey Association
president@girlshockey.ca