



**SHERWOOD PARK MINOR  
SOFTBALL ASSOCIATION**

**To all Executive, current coaches, assistant coaches, and team managers:**

The mandate for the Sherwood Park Minor Softball Association is to provide a youth orientated program. As such we are accountable to ensure we perform our due diligence to provide a safe environment, including mentorship, for the youth within the Sherwood Park Minor Softball Association.

All individuals within the Sherwood Park Minor Softball Association that are directly involved with the youth must provide a criminal record check prior to working with the youth. Fully realizing that these are volunteer positions, we are requesting your full cooperation.

**Please provide this letter to the Sherwood Park RCMP detachment to receive your criminal record check free of charge. You must bring two (2) pieces of identification: one of which must be photo identification. If you are not a resident of Strathcona County it will take one (1) week to receive your criminal record cheque. If you are aware of an offense on your record, you must go to the Edmonton Police Department for a more detailed criminal check report. Please submit any costs associated with this to the Sherwood Park Minor Softball Association along with your criminal record check.**

For your convenience the Sherwood Park RCMP detachment is located at 911 Bison Way and is open:  
Monday to Friday 7:30 a.m. to 4:30 p.m.  
(closed Saturdays, Sundays and Statutory Holidays)

**The Sherwood Park Minor Softball Association request that the holder of this letter have a criminal record check performed in order to fulfill his/her position as outlined above.**

**ISSUED TO:**

Surname: \_\_\_\_\_ First: \_\_\_\_\_

Date of Birth: (YY/MM/DD) \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Blair Talaga  
President  
Sherwood Park Minor Softball Association