



September, 2025

Ottawa Police Service  
P.O. Box 9634, Station T  
Ottawa, ON K1G 6H5

Dear Sir/Madam:

\_\_\_\_\_ has applied to be a volunteer Coach,  
Trainer, Manager, or other position in proximity to a vulnerable sector with the West  
Ottawa Ringette Association.

In accordance with West Ottawa Ringette Association's policies on safety and  
security, a "Level 3 Vulnerable Sector Check" is required for this volunteer position.

Thank you for your attention to this matter,

Sincerely,

A handwritten signature in black ink, which appears to read 'S. Pulleyblank', is written in a cursive style.

Stephanie Pulleyblank  
President  
West Ottawa Ringette Association