



## **Police Information Check**

To support a SAFE environment for participants, Bow Valley Hockey Society mandates that ALL Coaches MUST COMPLETE and PASS a Police Information Check.

# **PLEASE READ IMPORTANT MESSAGES**

- 1. COSTS → ONLY IF the approved process for completing a Police Information Check (PIC) is followed, as noted below –there will be no cost to the Coach.
  - If a Coach chooses to pay **OR** if there is a need for fingerprinting etc., **those PIC costs are NOT reimbursable** and will remain the responsibility of the coach.
- 2. BEING ADDED TO A ROSTER → Will ONLY happen AFTER the FINAL RESULTS from the PIC are SHARED and SUBMITTED to the BVHS Registrar. Refer to Step 4.
- 3. DON'T DELAY → The turnaround time to get final results back is OUT OF OUR CONTROL. The process can take a MINIMUM of 10 business days.
- 4. ALREADY HAVE A PIC? → If you have a completed PIC and it INCLUDES a "Vulnerable Sector Check" from another organization, you can provide a pdf copy to Bow Valley by emailing it to roula@bvhs.ca

#### STEP 1 Wufoo Form

Coach applicants must **FIRST** complete the Wufoo Form **BEFORE** they can complete the Police Information Check. Please **CLICK HERE** to be directed to the Form.

## STEP 2 PIC Voucher #

**AFTER** the Wufoo Form is completed, Bow Valley will then issue a **PIC Voucher #** to the Coach within 72 hours.

- 1. You will receive the email from: \_PoliceSolutions.ca -Calgary Police Service- Record Check
- 2. The subject line will read: Bow Valley Hockey Society invites you to apply for your Police Information Check w/VS for Volunteer

NOTE: If you don't see the email in your inbox, check your spam folder.

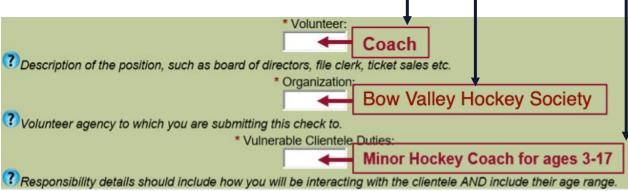
#### STEP 3

## **Online PIC Submission**

- 1. **AFTER** receiving the **PIC Voucher #** → Apply for the **PIC ONLINE** using the link <u>i</u>n the email you should have received **as per Step 2**.
- 2. **ONLY** use the **following APPROPRIATE** responses when prompted to fill in these three (3) questions:

Reason for the Police Information Check (VA) (\* denotes mandatory, no acronyms):

MUST be entered EXACTLY AS FOLLOWS:



- 3. Complete the rest of the PIC application.
- 4. **AFTER** you have completed the **FULL PIC online** → The BVHS Registrar will receive a notification of completion.

#### STEP 4

## **Providing the FINAL Results**

As soon as **YOU** have received your **FINAL RESULTS LETTER** --- **YOU MUST** provide the Final Results Letter to the BVHS Registrar

1. **SCAN**: Send a pdf copy to roula@bvhs.ca

#### STEP 5

# **BVHS Registrar**

**ONLY AFTER YOU** have provided the Final Results letter to the Registrar, **as per Step 4**, the BVHS Registrar will then:

- 1. Update your HCR File
- 2. Add you to the team roster.