



## 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](mailto: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 in 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:**

The screenshot shows a form with four questions. Red boxes highlight the answers: 'Coach' for the position, 'Bow Valley Hockey Society' for the organization, and 'Minor Hockey Coach for ages 3-17' for the vulnerable clientele duties. Arrows point from the 'MUST be entered EXACTLY AS FOLLOWS:' text to these boxes.

\* Volunteer: **Coach**

? Description of the position, such as board of directors, file clerk, ticket sales etc.

\* Organization: **Bow Valley Hockey Society**

? Volunteer agency to which you are submitting this check to.

\* Vulnerable Clientele Duties: **Minor Hockey Coach for ages 3-17**

? Responsibility details should include how you will be interacting with the clientele AND include their age range.

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](mailto: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.