

Police Information Check Procedure

Information for NW Ringette & Cal N Ringette Coaches, Managers & Team Staff

“The **NWCR** Society undertook in the Fall of 2007 to require that all members of the Executive of the Society and all volunteers aged 15 and above who are designated team staff appearing on Ringette Alberta’s Team Registration Forms , including coaches, assistant coaches, managers, and trainers, complete a **Police Information Check (PIC)** once every five years. It is understood that many other significant volunteer roles on teams are and will continue to be filled by various individuals at the discretion of **NWCR** and at the discretion of the parents, guardians and coaches involved on the teams. There is no expectation of completing a **PIC** for these roles. The intent of requiring **PIC**’s on specific volunteers then, is to ensure that individuals with significant criminal records or other relevant information to disclose, posing potential danger to youth involved in minor sport, or to the ability of the Society to carry on it’s activities, **are deterred from becoming involved in these roles.** “ From Northwest Calgary Ringette Society Police Information Check/Vulnerable Sector Screening Policy, updated Oct 1 2010.

Key Points

- PIC’s are done **once every 5 years** for NW Ringette. Please email the Liaison if you’re not sure of the timing. 2010 will mark the 4th year that NW has been doing PIC’s.
- PIC’s are done in **person only**, with the NW Security Check Liaison, either at one of our drop-in dates or by making an appointment with the Liaison. You may not go downtown to have this done for NW Ringette, as we’ve signed an agreement to this effect with Calgary Police Service.
- PIC’s are **specific to the Organization they are done for**, so if you’ve done others for other community groups, they do not apply to NW Ringette, nor could the various groups share information amongst themselves with respect to your PIC.
- Team Staff **residing outside of Calgary City Limits** will go to their local RCMP detachment, and will need to contact the Liaison by email prior to obtain a Volunteer Letter that will enable them to get a check done for volunteer purposes. They will then mail or drop off the information obtained to the Liaison.
- PIC’s are done **free of charge** for Volunteers.
- **One Government issued photo ID and one other Government issued ID** are required to complete the check. (Driver’s License, Passport, Health Care Card, SIN card, etc)

Drop-In Dates and Locations

1. **Saturday Oct 9** 10 am – Noon, Triwood Arena Lobby
2. **Tuesday Oct 12** 5:30 pm – 8 pm, Residence at 4935 Valiant Dr NW
3. **Monday Oct 18** 5:30 pm – 8 pm, Residence at 4935 Valiant Dr NW

Please contact NWCR Police Information Check Liaison Wendy Morrell (morrell4935@shaw.ca) for further information.