



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 registrar@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 three questions. Red boxes highlight the correct answers, with arrows pointing from the boxes to the input fields. A line with arrows indicates that these three answers should be entered together in a single field.

- Question 1: * Volunteer: [input field] → **Coach**
- Question 2: * Organization: [input field] → **Bow Valley Hockey Society**
- Question 3: * Vulnerable Clientele Duties: [input field] → **Minor Hockey Coach for ages 3-17**

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 registrar@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.