



### Criminal Records Check

A current and valid City of Calgary Police Information Check (PIC) with a Vulnerable Sector Search is required for all volunteer positions such as Head Coaches, Assistant Coaches, Junior Coaches, On Ice Helpers, or any other persons interacting regularly with their athletes (i.e. dressing room attendants or dryland trainers).

PICs are current for a period based on date of issue and will expire on May 31 of the third hockey season. (i.e. issued August 20, 2021 will expire May 31, 2024)

PICs received by the Bow River Hockey Association (BRBHA) have the issue date and status entered on a coach's HCR profile under Criminal Record Checks in the Hockey Canada Registry. You can check the validity of your PIC on your HCR 3.0 Spordle account and view "CRC".

Note: BRBHA does not keep copies of PICs received on file and it is recommended that you print/save a copy for your future reference.

PICs issued on behalf of another organization can be considered valid for Bow River's purposes if issued within the last 12 months. If the PIC is on the ePIC system, please share the results with BRBHA or send a PDF/JPEG of a hard copy of the results to the Bow River Administrator.

A PIC indicating a Relevant Offence (see below) will not be valid unless approved by the President and 1st VP.

#### **In the absence of a current and valid PIC on file:**

1. Head Coaches and Assistant Coaches must provide proof of application prior to team assignment;
2. All other volunteers (including On Ice Helpers) must provide proof of application by October 15 or prior to commencing volunteer activities; and
3. All volunteer positions are considered unconfirmed until receipt of a valid PIC.

#### **Relevant Offence**

A PIC that indicates any Relevant Offence as outlined below will go to the President and 1st VP for approval. A Relevant Offence is any of the following offences:

1. If imposed in the last five years:
  1. Any criminal violation/offence involving the use of a motor vehicle, including but not limited to impaired driving;
  2. Any violation/offence for trafficking and/or possession of drugs and/or narcotics; or
  3. Any violation/offence involving conduct against public morals;
2. If imposed in the last 10 years:



1. Any violation/offence of violence including but not limited to, all forms of assault;  
or
2. Any violation/offence involving a minor or minors.
3. If imposed at any time:
  1. Any violation/offence involving the possession, distribution or sale of any child-related pornography;
  2. Any sexual violation/offence involving a minor or minors; or
  3. Any violation/offence involving theft or fraud.

A PIC indicating a Relevant Offence will not be valid unless approved by the President and 1st VP.

If a person in a volunteer position subsequently is charged or receives a conviction for, or is found guilty of, a Relevant Offence, they will report this circumstance immediately to Bow River.

For a step-by-step application process, please refer to our Coaches Corner tab on the Bow River website: <https://www.bowriverhockey.ca/getting-a-police-check/>

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